

# COLLEGE OF THE ALBEMARLE

1973-1975



## WHAT IS A STUDENT

- A STUDENT is the most important person in our college.
- A STUDENT is not an interruption of our work—he is the purpose of it.
- A STUDENT is a necessary part of our business—he is not an outsider.
- A STUDENT is not a cold statistic—he is a flesh-and-blood human being, with feelings and emotions like yours and mine.
- A STUDENT is a person who brings us his needs—it is our privilege to fill those needs.
- A STUDENT is deserving of our most courteous and attentive treatment.
- A STUDENT is a full partner in our effort to cultivate wisdom through knowledge.
- A STUDENT is the life blood of this and every college.

**COLLEGE OF  
THE ALBEMARLE**

**Catalog  
1973-1975**

## 1973

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14	7	8	9	10	11	12	13
14	15	16	17	18	19	20	15	16	17	18	19	20	21	15	16	17	18	19	20	21	14	15	16	17	18	19	20
21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27
28	29	30	31				29	30						29	30	31					28	29	30	31			

FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	4	5	6	7	8	9	6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10
11	12	13	14	15	16	17	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17
18	19	20	21	22	23	24	20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24
25	26	27	28				27	28	29	30	31			26	27	28	29	30	31		25	26	27	28	29	30	

MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8	2	3	4	5	6	7	8
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														30							30	31					

## 1974

JANUARY							APRIL							JULY							OCTOBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
6	7	8	9	10	11	12	7	8	9	10	11	12	13	14	1	2	3	4	5	6	7	6	7	8	9	10	11	12	
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27	28	29	30	31			28	29	30						28	29	30	31				27	28	29	30	31			
FEBRUARY							MAY							AUGUST							NOVEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1						1	2	3						1	2	3					1	2	
3	4	5	6	7	8	9	5	6	7	8	9	10	11	12	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
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24	25	26	27	28			26	27	28	29	30	31			25	26	27	28	29	30	31		24	25	26	27	28	29	30
MARCH							JUNE							SEPTEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1							1		1	2	3	4	5	6	7		1	2	3	4	5	6	7
3	4	5	6	7	8	9	2	3	4	5	6	7	8	9	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
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24	25	26	27	28	29	30	23	24	25	26	27	28	29	30	29	30						29	30	31					

## 1975

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	6	7	8	9	10	11	12	5	6	7	8	9	10	11	12	5	6	7	8	9	10
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26	27	28	29	30	31		27	28	29	30				27	28	29	30	31			26	27	28	29	30	31	
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8
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23	24	25	26	27	28		25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	1	2	3	4	5	6	7	5	6	7	8	9	10	11	12	1	2	3	4	5	6
9	10	11	12	13	14	15	15	16	17	18	19	20	21	7	8	9	10	11	12	13	14	15	16	17	18	19	20
16	17	18	19	20	21	22	22	23	24	25	26	27	28	14	15	16	17	18	19	20	14	15	16	17	18	19	20
23	24	25	26	27	28	29	29	30						21	22	23	24	25	26	27	21	22	23	24	25	26	27
30	31													28	29	30					28	29	30	31			

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# ACADEMIC CALENDAR

## FALL QUARTER 1973-74

September 4	Tuesday. Freshman and transfer student orientation and counseling.
September 5	Wednesday. Registration for Fall Quarter.
September 6	Thursday. First day of classes.
September 14	Friday. End of refund period.
September 17	Monday. Last day for late registration or adding classes.
October 5	Friday. Last day to withdraw without penalty.
November 14	Wednesday. Last day of classes.
November 15	Thursday. Reading day. Final exams for Thursday evening classes.
November 16, 19-21	Friday, Monday-Wednesday. Final exams for Fall Quarter.
November 22-28	Thanksgiving Holidays.

## WINTER QUARTER 1973-74

November 29	Thursday. Freshman and transfer student orientation and counseling.
November 30	Friday. Registration for Winter Quarter.
December 3	Monday. First day of classes.
December 10	Monday. Last day for late registration or adding classes.
December 13	Thursday. End of refund period.
December 21	Friday. Christmas Holidays begin after last class.
January 7	Monday. Classes Resume.
January 18	Friday. Last day to withdraw without penalty.
February 22	Friday. Last day of classes.
February 25-28	Monday-Thursday. Final exams for Winter Quarter.
March 1-6	Spring break.

## SPRING QUARTER 1973-74

March 6	Wednesday. Freshman and transfer student orientation and counseling.
March 7	Thursday. Registration for Spring Quarter.
March 8	Friday. First day of classes.
March 18	Monday. Last day for late registration or adding classes. End of refund period.
April 10	Wednesday. Last day to withdraw without penalty.
April 11	Thursday. Easter Holidays begin after last class.

April 18	Thursday. Classes resume.
May 22	Wednesday. Last day of classes.
May 23	Thursday. Reading day. Final exams for Thursday evening classes.
May 24, 27-29	Friday, Monday-Wednesday. Final exams for Spring Quarter.
May 31	Friday. P.M., Commencement.

### SUMMER QUARTER 1974

June 3	Monday. Registration, 8:00-9:00 a.m. Classes begin at 9:00 a.m.
June 10	Monday. Last day for late registration or adding classes.
June 13	Thursday. End of refund period.
July 3	Wednesday. July 4th Holiday begins after last class. Last day to withdraw without penalty.
July 4,5	Thursday, Friday. Holidays.
July 8	Monday. Classes resume.
August 13	Tuesday. Last day of classes.
August 14,15	Wednesday, Thursday. Final exams for Summer Quarter.
August 16	Friday. P.M., Commencement.

### MINI-MESTERS: SUMMER 1974

To run concurrently with Summer Quarter.

#### FIRST MINI-MESTER

June 3	Monday. Registration, 8:00-9:00 a.m. Classes begin at 9:00 a.m.
June 4	Tuesday. Last day to register or add classes.
June 10	Monday. Last day to withdraw without penalty.
June 13	Thursday. End of refund period.
June 24	Monday. Last day of classes.
June 25	Tuesday. Final exams.

#### SECOND MINI-MESTER

June 26	Wednesday. Registration, 8:00-9:00 a.m. Classes begin at 9:00 a.m.
June 27	Thursday. Last day to register or add classes.
July 3	Wednesday. July 4th Holiday begins after last class. End of refund period. Last day to withdraw without penalty.
July 4, 5	Thursday, Friday. Holidays.
July 8	Monday. Classes resume.

July 19	Friday. Last day of classes.
July 22	Monday. Final exams.

### **THIRD MINI-MESTER**

July 23	Tuesday. Registration, 8:00-9:00 a.m. Classes begin at 9:00 a.m.
July 24	Wednesday. Last day to register or add classes.
July 30	Tuesday. Last day to withdraw without penalty.
August 1	Thursday. End of refund period.
August 13	Tuesday. Last day of classes.
August 14	Wednesday. Final exams.
August 16	Friday. P.M., Commencement.

### **FALL QUARTER 1974-75**

September 5	Thursday. Freshman and transfer student orientation and counseling.
September 6	Friday. Registration for Fall Quarter.
September 9	Monday. First day of classes.
September 16	Monday. Last day for late registration or adding classes.
September 19	Thursday. End of refund period.
October 7	Friday. Last day to withdraw without penalty.
November 15	Friday. Last day of classes.
November 18	Monday. Reading day. Final exams for Monday evening classes.
November 19-22	Tuesday-Friday. Final exams for Fall Quarter.
November 23-December 1	Thanksgiving Holidays.

### **WINTER QUARTER 1974-75**

November 27	Wednesday. Freshman and transfer student orientation and counseling.
December 2	Monday. Registration for Winter Quarter.
December 3	Tuesday. First day of classes.
December 11	Wednesday. Last day for late registration or adding classes.
December 13	Friday. End of refund period.
December 20	Friday. Christmas Holidays begin after last class.
January 6	Monday. Classes resume.
January 17	Friday. Last day to withdraw without penalty.
February 24	Monday. Last day of classes.
February 25-27	Tuesday-Thursday. Final exams for Winter Quarter.



## SPRING QUARTER 1974-75

March 5	Wednesday. Freshman and transfer student orientation and counseling.
March 6	Thursday. Registration for Spring Quarter.
March 7	Friday. First day of classes.
March 17	Monday. Last day for late registration or adding classes. End of refund period.
March 27	Thursday. Easter Holidays begin after last class.
April 3	Thursday. Classes resume.
April 11	Friday. Last day to withdraw without penalty.
May 21	Wednesday. Last day of classes.
May 22	Thursday. Reading day. Final exams for Thursday evening classes.
May 23, 26-28	Friday, Monday-Wednesday. Final exams for Spring Quarter.
May 30	Friday. P.M., Commencement.





## BOARD OF TRUSTEES

JOSEPH L. LAMB, JR., <i>Chairman</i> .....	Pasquotank
SELBY SCOTT, <i>Vice-Chairman</i> .....	Pasquotank
S. BRUCE PETTEWAY, <i>Secretary</i> .....	Pasquotank

## GOVERNOR APPOINTEES

### *Term Expires*

JULIAN A. WHITE, SR.	6/30/73	Perquimans
GERALD F. WHITE	6/30/75	Pasquotank
WILLIAM F. AINSLEY	6/30/77	Perquimans
VERNON G. JAMES	6/30/79	Pasquotank

## PASQUOTANK COUNTY COMMISSIONERS APPOINTEES

JOE L. LAMB, JR.	6/30/73	Pasquotank
SELBY SCOTT	6/30/75	Pasquotank
W. T. JACKSON, JR.	6/30/77	Pasquotank
JAMES MAC N. DUFF	6/30/79	Pasquotank

## ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

J. HENRY LEROY	6/30/73	Pasquotank
L. A. HARRIS, JR.	6/30/75	Pasquotank
J. CARROLL ABBOTT	6/30/77	Pasquotank
JOSEPH P. KRAMER	6/30/79	Pasquotank

## ADMINISTRATIVE OFFICERS

President .....	SAMUEL BRUCE PETTEWAY
Business Manager .....	HENRY J. BURNESS
Dean of Instruction .....	J. PARKER CHESSON
Dean of Student Services .....	G. JOHN SIMMONS, JR.

## ADMINISTRATIVE STAFF

Admissions and Testing, Director of .....	W. CHARLES FRANCIS
Assistant to the President .....	ROSE MARIE WISE
Bookkeeper .....	DOROTHY G. FERRELL
Buildings and Grounds, Superintendent of ....	GROVER L. SAWYER
Financial Aid, Director of .....	GARY D. PARSONS
Occupational Counselor, Coordinator of Special Needs and Handicapped Program .....	G. CURTIS NEWBY
Occupational Counselor, Director of .....	J. BRUCE SHEPHERD
Placement	
Projects and Development, Director of	
Public Information Officer .....	JAMES J. WORSHAM
Registrar .....	ELIZABETH W. FULLER
Student Activities, Coordinator of .....	

## DEPARTMENT CHAIRMEN

Business Department .....	JAMES T. CONNOLLY
Continuing Education Department .....	W. CLAYTON MORRISSETTE
Co-operative Education and M.D.T.A. ....	DEMPSEY D. BURGESS
Cosmetology Department .....	VAZELLE S. JESSUP
Drafting and Design Department .....	ROBERT L. FORD
Electronics Department .....	DAVID T. HODGES
Evening Programs .....	DOUGLAS M. SAWYER
Fine Arts Department .....	ANNA W. BAIR
Health and Physical Education Department .	WILLIAM R. STERRITT
Library Services .....	C. DONALD LEE
Mathematics and Science Department ...	J. PARKER CHESSON, JR.
Mechanical Trades Department .....	RAYMOND H. SHORKEY
Modern Languages Department .....	JAMES T. BRIDGES
Nursing Department .....	ROBERT E. FULLEN
Social Sciences Department .....	JOSEPH M. SALMON

## ATHLETICS

Director of Athletics .....	WILLIAM R. STERRITT
Coach, Baseball .....	SHELBY H. MANSFIELD
Coach, Assistant, Baseball .....	C. MARION HARRIS, JR.
Coach, Basketball .....	DALE E. HONECK
Coach, Golf .....	DAVID T. HODGES
Intramural Athletics .....	MARTHA KAY PATTERSON

## SUPPORTIVE STAFF

Audio-Visual .....	BRYAN O'LEARY
COA Bookstore Manager .....	SELMA D. FRANKLIN
Graphic Arts .....	JESSE L. JOHNSON
Maintenance .....	LUTHER BOGUES, JR.
Maintenance .....	GEORGIA S. BROOKS
Maintenance .....	SALVATORE J. CINELLI
Maintenance .....	RUTH E. GLASPER
Maintenance .....	LLOYD G. REESE
Maintenance .....	DOLLY E. TILLET
Program Interpreter, Special Projects .....	FRED L. FEARING
Program Interpreter, Special Projects .....	SADIE B. GALLOP
Program Interpreter, Special Projects .....	EDITH B. NIXON
Secretary, Admissions and Financial Aid ..	V. SHIRLENE CARTER
Secretary, ADN .....	CAROLYN E. CUTLER
Secretary, Business Office .....	TERRY D. BRYANT
Secretary, Business Office .....	PEGGY M. HARRIS
Secretary, Business Office .....	VIRGINIA H. HURDLE
Secretary, Business Office .....	THELMA L. SANDERS
Secretary, Business Office .....	MARY F. SPRUILL
Secretary, Business Office .....	BARBARA SUTTON
Secretary, Continuing Education .....	CAROLYN H. HOPKINS
Secretary, Continuing Education .....	MARIE L. RIFFLE
Secretary, Co-operative Education .....	CHERYL C. POYNER
Secretary, Dean of Instruction .....	LINDA W. GRADY
Secretary, Dean of Student Services and Registrar .....	RITA C. PRIVOTT
Secretary, General Faculty (Main Building) . . .	ARLETT I. JONES
Secretary, General Faculty (Technical Center) .	JANICE P. BRYANT
Secretary, Library .....	HELEN M. KICKLIGHTER

Secretary, President .....ADELE R. CAMPBELL  
 Secretary, Projects and Development .....TERRY A. FOLEY

## FACULTY AND STAFF

AYDLETT L. CLATE .....Mathematics  
 B.A., Duke University; M.A., East Carolina University

AYDLETT, DOROTHY B. . . .Coordinator, COA Learning Laboratory  
 B.A., University of North Carolina at Greensboro

BAIR, ANNA W. ....Art and Music  
 A.B., B. Music, Salem College; DePaul University; Associate American  
 Guild of Organists; Royal School of Church Music (England)

BOADA, ALEXANDRA K. ....French and Spanish  
 B.A., University of North Carolina at Chapel Hill; M.A., University of  
 Havana

BRIDGES, JAMES T. ....English  
 B.S., M.A., Appalachian State University

BURGESS, DEMPSEY D. ....Co-operative Education  
 A.B., M.A. Ed., East Carolina University

BURNES, HENRY J. ....Business Manager  
 CDR, USCG (Ret.)

BYRUM , PHYLLIS N. ....Mathematics  
 B.S., M.A.Ed., East Carolina University

CHESSON, J. PARKER, JR. ....Biological Sciences  
 B.S., M.A., East Carolina University

CONNOLLY, JAMES T. ....Business Education  
 A.A., Mitchell College; B.S., M.S., Appalachian State University

CRUMP, JAMES H. ....Mathematics  
 B.A., Elon College; M.A., Appalachian State University; M.S., University  
 of Illinois

DUNLOW, DOROTHY J. ....Business Education  
 B.S., M.A.Ed., East Carolina University

FERRELL, DOROTHY G. ....Bookkeeper  
 A.A., Campbell College

FORD, ROBERT L. ....Drafting and Design Technology  
 B.S., Northeastern State College; M.A. Ed., University of Northern  
 Colorado

FRANCIS, W. CHARLES, JR. ....Director, Admissions and Testing  
 B.A., M.A. Ed., East Carolina University

FULLEN, ROBERT E. ....Nursing  
 R.N., Queen of Angels College of Nursing; B.S.N., Indiana University;  
 M.S., Butler University; M.S.N., University of Pennsylvania

FULLER, ELIZABETH W. ....Registrar

HARRIS, C. MARION, JR. ....Health and Physical Education  
 A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed.,  
 East Carolina University

- HARRIS, WILMA W. . . . . Nursing  
R.N., Rex Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University
- HEWITT, VIRGINIA N. . . . . Assistant Librarian  
B.S., Guilford College
- HILL, BENJAMIN F., III . . . . . Arts and Crafts  
B.S., East Carolina University
- HODGES, DAVID T. . . . . Electronics Technology and Physics  
A.A.S., Old Dominion University; B.S., Northwestern State University; M.A.Ed., East Carolina University
- HOLMES, RACHAEL B. . Coordinator, Edenton Learning Laboratory  
B.S., Longwood College
- HONECK, DALE E. . . . . Health and Physical Education  
A.A., Marshalltown Community College; B.A., Wartburg College; M.Ed., University of Virginia
- JESSUP, VAZELLE S. . . . . Cosmetology  
Southern School of Beauty Culture; Registered Electrologist, Kree Institute of Electrolysis; Finance School of Hair Design
- JOLLY, LOURICE B. . . . . Nursing  
R.N., Robeson County Hospital School of Nursing
- JORDAN, WADE H., JR. . . . . Physical Sciences  
B.A., East Carolina University; Ph.D., University of Texas
- LEE, C. DONALD . . . . . Librarian  
B.A., University of Denver; M.S., Louisiana State University
- LILLY, LIZZIE L. . . . . Nursing  
B.S.N., North Carolina A. & T. State University
- LIVERMAN, WILLIAM B. . . . . Drafting and Design Technology  
B.A., Old Dominion University; Journeyman Patternmaker, Naval Shipyard Apprentice School
- MANSFIELD, SHELBY H. . . . . Psychology  
B.S., M.Ed., North Carolina State University
- MARSHALL, JOHN C. . . . . Continuing Education  
A.A., Louisburg College; B.S., M.A. Ed., Western Carolina University
- MESHAW, JOHN C., JR. . . . . Biological Sciences  
B.A., University of North Carolina at Wilmington; M.S., North Carolina State University
- MOORE, MILDRED W. . . . . Nursing  
R.N., Norfolk Memorial and Norfolk Protestant Hospitals
- MORRISETTE, W. CLAYTON . . . . . Continuing Education  
B.S., M.A. Ed., East Carolina University
- MCKECUE, GEORGE . . . . . English and Language Arts  
B.A., University of North Carolina at Wilmington; M.A., Appalachian State University
- NEWBY, G. CURTIS . . . . . Occupational Counselor  
B.S., Elizabeth City State University
- OPPEN, RONALD E. . . . . Nursing  
A.A.S., Purdue University
- PARSONS, GARY D. . . . . Director, Financial Aid  
B.A., M.S.Ed., Old Dominion University



- PATTERSON, MARTHA KAY . . . . . Health and Physical Education  
A.A., Peace College; B.S., M.A.Ed., East Carolina University
- PETTEWAY, S. BRUCE . . . . . President  
B.S., M.Ed., Ed.D., North Carolina State University
- RAPER, AUBREY L. . . . . Sociology  
B.A., College of William and Mary; M.A., Duquesne University
- RHEES, JEROME U. . . . . History and Geography  
B.S.F.S., M.A., Georgetown University
- RICCARDO, RONALD R. . . . . History  
B.A., Bloomfield College; M.A., Appalachian State University
- RUMPF, ELIZABETH G. . . . . Nursing  
R.N., Maryland General Hospital School of Nursing
- SALMON, JOSEPH M. . . . . History  
A.A., Chipola Junior College; B.S., Troy State College; M.S., Florida State University
- SANDERS, BOBBY W. . . . . Automotive Mechanics  
U.S. Army Auto Mechanics School; General Motors Ignition, Electrical, and Carburetion School; Stewart-Warner Corporation Wheel Alignment, Wheel Balancing, and Auto Instrument School
- SANDERS, PATSY O. . . . . English and Language Arts  
B.S., M.A.Ed., East Carolina University
- SASSER, DANIEL W., JR. . . . . Biological Sciences  
B.A., Atlantic Christian College; M.A., Appalachian State University
- SAWYER, DOUGLAS M. . . . . Evening Programs  
B.S., East Carolina University
- SAWYER, GROVER L., SR. . . . . Superintendent of Buildings  
and Grounds
- SHEPHERD, J. BRUCE . . . . . Occupational Counselor  
B.S., M.A., Appalachian State University
- SHORKEY, RAYMOND H. . . . . Machinist  
Ford Apprentice School; Naval Air Technical School; Vocational Training; Foreman Training
- SIMMONS, G. JOHN, JR. . . . . Dean of Student Services  
B.A., Pfeiffer College; M.A., Appalachian State University
- STEPHENS, ROBERT O. . . . . English  
B.A., North Carolina Wesleyan College; M.A., Appalachian State University
- STERRITT, WILLIAM R. . . . . Health and Physical Education  
B.S., M.S., Ed.D., University of Southern Mississippi
- STUART, JUDITH S. . . . . Assistant Coordinator, COA  
Learning Laboratory  
A.A., College of the Albemarle; B.S., East Carolina University
- THORNE, ROBERT E. . . . . English  
A.A., American International College; A.B., M.A.T., University of North Carolina at Chapel Hill; Ph.D., Duke University
- VAUGHAN, LUCY F. . . . . Drama and Speech  
B.S., University of Houston; M.A., Kent State University



WALKER, LEONARD A. .... Machinist  
A & E Maintenance, Flight Mechanic, U.S.A.F.; Diesel School, U.S.N.

WARD, RUSSELL G., III . Health and Physical Education Assistant  
A.A., College of The Albemarle; B.A., Livingstone College

WESNER, GERHARDT H. .... Automotive Mechanics  
Auto Maintenance and Repair, U.S.M.C.

WHITE, BETSY R. .... Nursing  
R.N., Louise Obici School of Nursing

WHITE, J. NELSON .... Business Education  
B.S., Campbell College; M.B.A., East Carolina University

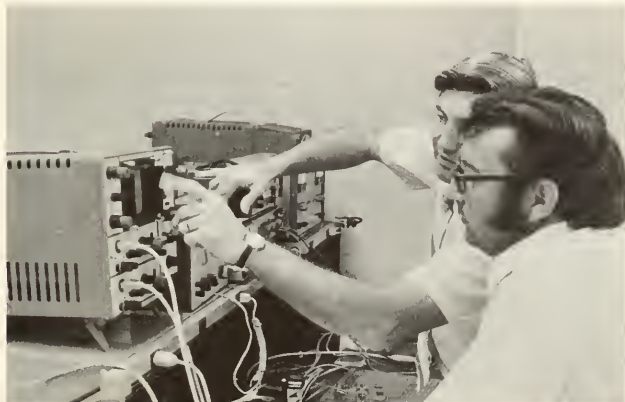
WINSLOW, PERCY L., JR. .... Business Education  
B.S., East Carolina University

WISE, ROSE MARIE .... Assistant to the President

WORSHAM, JAMES J. .... Public Information Officer  
B.A., Harding College; M.A. (Journalism), M.A. (History), University  
of Alabama

### FACULTY EMERITUS

BAIR, CLIFFORD E. .... Music  
B.Mus., D. Mus., Chicago Music College; American Academy of Teachers  
of Singing; study with Hans Baron, Breslau, Germany; Monzarteum,  
Salzburg, Austria





# GENERAL INFORMATION

## THE IDEA OF A COMPREHENSIVE COMMUNITY COLLEGE

The Comprehensive Community College is a relatively new concept in higher education, arising in response to the American commitment to the idea of broad educational opportunities for all who desire and will avail themselves of these opportunities. The Community College is a fully recognized institution of higher education. As its name implies, its primary reason for being is to meet the variety of educational and vocational needs of the area in which it is located. It offers two-year degree programs in College Transfer Education and Technical Education, as well as shorter-term programs in Occupational Education areas. It also supplies background courses essential to one's up-grading on his job, and it enables adults to pursue the courses they need to keep abreast of the times. Its programs are available day and evening throughout the year.

## HISTORY

The idea for a college in Elizabeth City was developed when the Community College Act was passed enabling counties to establish their own two-year colleges.

On November 5, 1960, the people of Pasquotank County voted their approval for the new college by a five to two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The College opened its doors to its first freshman class in September 1961. The first graduating class received their degrees on May 31, 1963.

The College of The Albemarle was the first college in the State chartered under the Community College Act of 1957. The 1963 Legislature adopted an Act, "to promote and encourage education beyond the high school in North Carolina." Among other things, this Act authorized the establishment of comprehensive community colleges. The new Act became effective on July 1, 1963, and on that same date, at the request of the College Trustees and with the joint approval of the Board of Education and the Board of Higher Education of North Carolina, the College of The Albemarle became the first comprehensive community college in the North Carolina Department of Community Colleges.

As the College has grown new Technical and Vocational curricula have been added and existing programs strengthened.

## LOCATION AND FACILITIES

The College is presently operating on two campuses. The Occupational Departments and the Continuing Education Department are located in the Technical Center at the new forty-two acre campus on Highway Seventeen North adjacent to the Albemarle Hospital. The College Transfer Departments and the administrative offices are located at the old campus on Riverside Avenue. The master plan of development provides for the eventual construction on the new campus of a classroom-administration building and a gymnasium-auditorium. Following the completion of these two buildings, College of The Albemarle will be located in its entirety on the new campus.

The Technical Center, completed in 1972, houses the technical and vocational classrooms, offices, laboratories, a branch of the Whitehurst Library, the Continuing Education offices, and the Learning Laboratory. Also on the new campus is an athletic field which is used for physical education activities and for intercollegiate baseball.

The old campus consists of three buildings—the Main Building, Whitehurst Library and the Gymnasium-Auditorium. In the Main Building there are classrooms, science and language arts laboratories, and faculty and administrative offices. The college bookstore, a snack bar, and lounge area are located on the ground floor of this building.

The Whitehurst Library, adjacent to the main building, houses COA's collection of approximately 25,000 volumes of books carefully chosen to meet the needs of the comprehensive community college. It receives 260 periodicals representing academic fields, professional interests, and general interests. Back issues of these periodicals are either bound or on microfilm. The Library Services Department is responsible for the audio-visual program of the college and provides films, filmstrips, tapes, recordings, and other visual aids, both for classroom and individual use. A special room is provided for listening and recording.

The Gymnasium-Auditorium, completed in 1964, houses a collegiate size basketball court, bleachers having a seating capacity of over 500, and complete locker room facilities. A fully equipped stage and auditorium, seating over 1,000, adds to the usefulness of this multi-purpose building.

The College maintains additional facilities at the Arts and Crafts Center on Riverside Avenue.

## OBJECTIVES OF THE COLLEGE

The College of The Albemarle strives to serve the community by providing accessible higher education for young people, and for adults for their cultural development, for developing responsible citizenship, and for enriched personal living.

The major objectives of the College are as follows:

1. To provide at least two years of college credit courses for those students who desire to transfer to other colleges and universities for higher degrees.
2. To provide two years of technical education appropriate to the needs of the individual and the community for entering employment at the technician level.
3. To provide vocational education for individuals who desire to upgrade themselves in their vocations, or who may desire to acquire initial training in a particular trade.
4. To provide courses for those adult students who wish to develop a vocational interest, improve their personal efficiency, or to enrich their cultural lives.
5. To provide for the development of basic educative skills for those citizens who have been unable to complete the requirements for a high school diploma.

## ACCREDITATION

The College of The Albemarle is a fully accredited member of the Southern Association of Colleges and Schools, the North Carolina Association of Universities and Colleges, and the American Association of Community and Junior Colleges.

Credits earned at the College of The Albemarle in curricula leading to the Associate in Arts degree, Associate in Science degree and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

## COLLEGE PROGRAMS

College Transfer programs offer opportunities for those wishing to pursue studies leading to the Associate in Arts and the Associate in Science degrees and for transferring to a four-year college or university after completing their studies at College of The Albemarle. Students may select basic Liberal Arts Courses in any of the following educational programs:

Pre-Agriculture  
Pre-Art  
Pre-Business Administration  
Pre-Business Education

Pre-Drama  
Pre-Engineering  
Pre-Forestry  
Pre-Law

Pre-Science  
Pre-Teaching-Elementary  
Pre-Teaching-Secondary

Pre-Liberal Arts  
Pre-Mathematics  
Pre-Music

Each of the following technical programs lead to the Associate in Applied Science degree:

Associate Degree Nursing  
Business Administration Technology  
Electronics Engineering Technology  
General Office Technology  
Mechanical Drafting and Design Technology  
Secretarial Science Technology

Vocational programs designed for those students wishing to prepare themselves for particular occupations are offered in the following areas:

Automotive Mechanics  
Cosmetology  
Machinist  
Machine Operator  
Practical Nurse Education

Continuing Education programs include a variety of programs designed to meet the particular needs and interests of individuals, businesses, and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help persons complete their high school education and improve their skills in other areas are offered each quarter.



# ADMISSION TO / WITHDRAWAL FROM THE COLLEGE

## GENERAL REQUIREMENTS FOR ADMISSION

For admission to the College of The Albemarle as a candidate for a degree, the applicant must be a high school graduate or equivalent and must satisfy the admission officials as to his intellectual, physical, emotional, social and moral fitness to undertake work at the College.

The College of The Albemarle makes no discrimination regarding race, color or creed for admission into any of its programs.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

A foreign language placement test is available to students who have had a foreign language in high school and who plan to continue the same language at the College.

In addition to other admissions forms all full-time students must submit a standard medical history and health evaluation form prior to initial registration. Part-time students need only to complete the medical history form unless participating in physical education courses.

All admissions materials for programs of study can be obtained from the Admissions Office located on Riverside Avenue. Specific guidelines as to the admissions procedure for various programs may be obtained by writing or calling the Admissions Office.

## ADMISSIONS REQUIREMENTS FOR TRANSFER STUDENTS FROM OTHER INSTITUTIONS

A student desiring to transfer to the College of The Albemarle from another institution must be able to meet the admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution last attended. If the student is ineligible to return to that institution or if he has been placed on probation by that institution, he may be admitted to the College of The Albemarle on probation. However, program selection and placement responsibility resides in the office of the

Dean of Student Services.

Credit is given for "C" or better work completed at accredited institutions and institutions administered by the N. C. Department of Community Colleges if it parallels work offered at the College of The Albemarle. All transfer credit is awarded pending successful completion of one quarter as a full-time student at COA.

Transfer students must maintain a "C" average on all work attempted (at least 36 hours) at the College of The Albemarle to be eligible to graduate. If the "C" average is maintained, all grades transferred to the College will be considered with those earned at COA to determine honors and rank in class.

## **FRESHMAN ORIENTATION PERIOD**

The purpose of the required orientation program is to introduce the student to his new environment and to acquaint him with the policies and rules of the College. Receptions, assemblies, lectures, and open forum discussions are held to assist in making effective adjustment to college life.

## **REGISTRATION**

Students must register on the day and time designated for registration. However, the College normally designates a pre-registration period usually one month in advance of Registration Day for any quarter, and students are encouraged to register and remit fees in advance in order to avoid lines and delays. No student whose admissions file is incomplete will be permitted to register or pre-register.

A \$5.00 fee is charged for late registration. Late registration is permitted up to one week after classes start, for Fall, Winter, Spring, and Summer quarters. No late registration is possible for Summer Mini-Mester courses. Any past due accounts owed to the College must be paid before permission to register can be given. All current tuition and fees are due and payable on the day of registration.

## **CLASS ATTENDANCE**

Students are expected to attend all classes and are directly responsible to their instructors when they fail to attend. When a student's absences exceed one class hour per credit hour carried by the course, his teacher *may* recommend him for disenrollment with a grade of "F" in the course. In addition, instructors are required to disenroll any student who has had five (5) unexcused class hour absences.



## GRADING SYSTEM

Each student receives a grade in each course at the close of the quarter. The system of grades is as follows:

<i>Grade</i>	<i>Significance</i>	<i>Quality Points</i>
A	Superior	4 per quarter hour
B	Good	3 per quarter hour
C	Average	2 per quarter hour
D	Poor, but passing	1 per quarter hour
F	Failure	0 per quarter hour
I	Incomplete	0 per quarter hour
W	Withdrew	0 per quarter hour

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed by the end of the next quarter following the one in which the incomplete (I) was received, whether or not the student is enrolled in the following quarter. Since COA operates continuously throughout the year this rule considers the Summer quarter as being the quarter following the Spring quarter. If not removed within this time, the Incomplete (I) becomes a Failure (F). Students who receive an "I" should consult with their instructor immediately upon receipt of their grade for purposes of planning completion of the affected course and removal of all "I's."

## AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are expected to attend classes regularly and participate in class discussions. They are encouraged to do all work expected of regularly enrolled students, including: homework, projects, quizzes, exams, etc. Auditors will be charged the same fees as students taking courses for credit and are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

## CLASS CHANGES

A student who finds it necessary to withdraw from a class must consult with his Student Services counselor. If the counselor agrees that a change is in order the application form, called a Registration Change Notice, is completed by the counselor, signed by him, the instructor of the course involved, and the student. In addition, all financial aid students must have Registration Change Notices approved by the Director of Financial Aid. Finally, all

such change notices must be approved by the Registrar and validated by the Cashier.

A student may drop a course during the late registration period without receiving a grade by following the above procedure. A student who withdraws prior to the published "last day to withdraw without penalty" will receive the grade "W". After the published "last day to withdraw without penalty," a student doing satisfactory work who withdraws because of medical or emergency circumstances with the approval by the instructor and the Dean of Student Services, will receive the grade "W". All other late withdrawals will result in a grade of "F" or "W", to be determined by the instructor.

## **CURRICULUM CHANGES**

There are times when a student's aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, the student should consult with his Student Services counselor to explore the possibilities of alternative curricula which might better serve his aptitudes and interests.

Because of the unique nature of each curricula each student requesting transfer credit will have his academic record evaluated in terms of his goals. Credit in transfer will be granted only for those courses that are applicable in the new curriculum and the student will be held accountable quality point wise only for those courses which are "common" in both his old and new curricula.

## **WITHDRAWAL FROM COLLEGE**

A student who withdraws from the College must confer with his Student Services counselor and complete the appropriate withdrawal form. If the student is a financial aid recipient, he must also confer with the Director of Financial Aid. All withdrawal forms must bear the signature of the College Librarian and must be validated by the Cashier. Should the student be unable to confer in person with his counselor, he should promptly advise the Dean of Student Services in writing of his decision to withdraw and state the reason for discontinuing attendance. Any student leaving the College without following the official procedure will automatically receive the grade of "F" in all courses and will forfeit any refund of tuition to which he might otherwise be entitled.

## **ACADEMIC LOAD**

Sixteen hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Ser-

vices for scheduling more than eighteen hours of work. A student enrolled in at least twelve hours of work is considered to be a full-time student. For a student to gain sophomore status in the College, he must earn a minimum of 42 credit hours.





# FEES AND EXPENSES

## COLLEGE TRANSFER CURRICULA TUITION

In-state Resident	\$ 3.00 per quarter hour	\$ 42.00 (max.)
Non-Resident	\$11.45 per quarter hour	137.50 (max.)
Late registration fee		5.00
Activity fee (12 or more quarter hours)		9.00

## OCCUPATIONAL CURRICULA TUITION

In-state Resident	\$ 2.50 per quarter hour	\$ 32.00 (max.)
Non-Resident	\$11.45 per quarter hour	137.50 (max.)
Late registration fee		5.00
Activity fee (12 or more quarter hours)		9.00

All tuition and fees are due and payable at time of registration.

Any past accounts owing to the College must be paid before permission to register can be given.

Cost of books, supplies and gym uniforms, while varying according to the courses of study, should total approximately \$120 per year—the major expense occurring in the Fall quarter.

Candidates for graduation will be charged a fee in the Spring quarter to cover costs of diploma, and cap and gown rental. This fee is non-refundable.

Each full-time student (carrying 12 or more quarter hours) pays an activity fee adopted and administered by the Student Senate. This entitles the student to admission to many College-sponsored activities. Full-time students enrolled for three consecutive quarters will be given yearbooks without charge.

## Developmental Courses Tuition

Developmental course tuition is charged at the same rate as are courses in the occupational curricula. These courses are listed in the Course Description section of this catalog and include ENG 90, 91, 92; MAT 90, 91, 92; MUS 91, 92, 93, 94, 59, 96, 97, 98, 99; and PSY 90, 98.

Total tuition will be the sum of tuition for developmental courses plus the regular charge per quarter hour for other courses taken, not to exceed the applicable maximum tuition charge. Fees are additional.

## **Physical Education Activity Course Fees**

a. PED 204C, *Bowling*. A nominal lane fee is charged for each game.

b. PED 206C, *Golf*. A nominal greens fee is charged for each game played at local area golf courses.

## **RESIDENT STATUS FOR TUITION PAYMENT**

The tuition charge for legal residents of North Carolina is less than for non-residents. To qualify for in-state tuition, the student (or in the case of a minor, his parent or guardian) must have maintained legal residence in North Carolina with intention of making it a permanent domicile for at least twelve consecutive months immediately prior to his enrollment or re-enrollment. For tuition assessment purposes, a person does not establish a domicile merely by spending time in North Carolina, payment of taxes, owning property, voting, or by attending an institution of higher education. A student may retain his in-state status for six months after he abandons his legal residence in North Carolina. For tuition assessment purposes, a person neither gains nor loses resident status during military or federal civil service.

In questions of doubt concerning resident status, the student is responsible for establishing proof of residence and for securing a ruling by stating his case in writing to the Business Manager.

## **INSURANCE**

The College assumes no responsibility for injuries or losses. An opportunity will be provided for all full-time students to obtain accident insurance (approximately \$3.50 per year).

## **REFUNDS**

Tuition refunds shall not be made unless the student is, in the judgment of the College, compelled to withdraw for unavoidable reasons. In such cases, two-thirds of the student's tuition may be refunded if the student withdraws within 10 calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of \$5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. No refunds will be made for changes in total class hours that are made solely for personal convenience. This policy applies to evening classes as well as day classes.



All refunds are forfeited for any student failing to adhere to proper withdrawal procedures as described in the section on "Withdrawal."

Where a student, having paid the required tuition, withdraws from the College before the end of the quarter and the reasons for the withdrawal are found excusable by the College administration, the student may be allowed credit for unrefunded tuition if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit. Such petitions should be directed to the Dean of Student Services.

## TRANSCRIPT OF RECORDS

Upon request of the student, a record of academic credit earned at the College of The Albemarle will be sent to any person or agency designated by the student. Each student is entitled to one official transcript of his work without charge, provided all accounts with the College have been settled satisfactorily. Additional transcripts will be provided upon payment of a fee of one dollar per transcript.







## **FINANCIAL AID**

Students who have satisfactory academic records and are in need of aid may qualify for financial assistance from the College. Although the primary responsibility for financing an education remains with the student and his family, the College participates in several programs designed to supplement the family contribution in order to meet the financial need of the student. Financial aid may consist of a loan, grant, scholarship, or campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

In order to request financial aid, a student must submit an Application for Financial Aid, which may be obtained from the Financial Aid Office. All applications must be supported by a Financial Aid Questionnaire, which is available at most high schools and at the College. Students who are independent of parental support or are married must submit a Student Financial Statement, which is available at the College. Returning students who wish to renew their award should submit both a new Application and either a Financial Aid Questionnaire or a Student Financial Statement for each year assistance is requested.

Deadlines for filing applications are very important in receiving aid. Applications must be received before May 1st to be initially considered. Applications received after this deadline will be considered only if funds are still available.

### **BASIC EDUCATIONAL OPPORTUNITY GRANT**

This is a new federal program which, if adequately funded, will entitle every student a grant of \$1,400.00 per year minus the student's expected family contribution. Such grants cannot exceed one-half of the actual cost of attending the College, and cannot exceed the difference between the family contribution and actual college costs. A student who wishes to receive a Basic Grant will need to complete an Application for Determination of Expected Family Contribution. This form can be obtained in the Financial Aid Office, high school counselor's office, post offices, and libraries.

### **SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT**

Students who show academic promise and who could not attend the College without financial assistance, are eligible for E.O.G. This federal program, available to a limited number of needy students, does not require work or repayment. The amount of the

grant is based on the student's financial need and may range from \$200.00 to \$1,500.00 per year. The grant may not exceed one-half of the student's total award and must be matched by at least an equal amount of other aid, such as a loan, scholarship or work from the College.

## **NATIONAL DIRECT STUDENT LOAN**

Loans not exceeding \$2,500.00 while at College of The Albarmarle may be made to eligible students enrolled for full-time academic work. The repayment period and the interest do not begin until nine months after the student ends his full-time studies. The loans bear interest at the rate of 3% per year and repayment of principal may be extended over a ten year period, except that a minimum payment of \$30.00 per month is mandatory.

Borrowers who become teachers of handicapped children in public or other non-profit elementary and secondary schools, or teach in certain eligible schools located in areas of primarily low-income families may qualify for cancellation of their entire obligation at the annual rate of 15% for the first and second year, 20% for the third and fourth year, and 30% for the fifth year. Borrowers who serve with certain pre-school programs may qualify for cancellation of their entire obligation at the rate of 15% per year for each year of service. Up to 50% of the loan may be cancelled at the rate of 12½ % for each year that a borrower serves as a member of the Armed Forces in an area of hostilities. Repayment may be deferred up to a total of three years while a borrower is serving in the Armed Forces, with the Peace Corps, or as a Volunteer In Service To America (VISTA). Repayment is deferred for as long as a borrower is enrolled at an institution of higher education and is carrying at least a half-time academic work load.

## **COLLEGE WORK STUDY PROGRAM**

The C.W.S.P. enables eligible students to help pay college expenses while attending classes full-time. Students participating in the program are employed in the library, gymnasium, laboratories, administrative and faculty offices, and in various departments of the College.

Depending on his need, a student may work from one to fifteen hours per week. A student's work schedule will depend upon class schedules and will be arranged by the student and his work supervisor. If a student qualifies, he can earn up to \$800.00 per academic year in this program.

## **NURSING STUDENT LOANS**

High school graduates who have been accepted for enrollment as full-time students in the Associate Degree Nursing Program, or students presently enrolled in good standing, may obtain loans under this program. Students who are eligible for loans under this program are prohibited from receiving loans from the N.D.S.L. program.

The maximum amount available to a student in an academic year is \$1,500.00. The repayment period and the interest begin nine months after the borrower ceases to pursue the full-time course of study. The loans bear interest of 3% per year and repayment may be extended over a ten year period, except that a \$15.00 per month payment is mandatory. Should a borrower become a full-time employee as a professional nurse (including teaching in any of the fields of nurse training and service as an administrator, supervisor or consultant in any of the fields of nursing) in most public or non-profit private institutions or agencies, as much as 85% of the loan may be cancelled while employed as such for a five year period.

Eighty-five percent of the loan may be cancelled when the borrower is employed full time for a three year period in a public or non-profit hospital (in any area determined by the Secretary of H.E.W.) which has a substantial shortage of such nurses at the hospital. Cancellation can only be made for each complete year of such employment and must be applied for during the year in which such employment was performed.

## **NURSING SCHOLARSHIPS**

Financially needy students who are enrolled or accepted for enrollment in the Associate Degree Nursing Program are eligible for Nursing Student Scholarships. The scholarships are based on need and academic success, and \$2,000.00 is the maximum scholarship that may be awarded per student.

## **ROCKEFELLER SCHOLARSHIPS**

These are privately donated scholarships awarded to help meet the need of a limited number of students. There is no limit on the amount to be awarded to a student, but Rockefeller scholarships are generally used as matching funds for E.O.G., or as a supplement to a loan or work study award.

## **ROBINSON—E. ROBINSON SCHOLARSHIPS**

Graduates of northeastern North Carolina high schools who have average and above grades are eligible for these scholarships. The student's financial need will determine the amount of the Robinson (men) or the Eloise Robinson (women) Scholarships.

## **LICENSED PRACTICAL NURSING SCHOLARSHIPS**

The Women's Auxiliary of the Albemarle Hospital offers a limited number of scholarships to students who enroll in the Licensed Practical Nursing Program. These scholarships are awarded in the amount of the tuition for a twelve month year. Students wishing to apply for these scholarships should contact the Director of the L.P.N. Program, Albemarle Hospital.

## **N. C. INSURED LOAN PROGRAM—COLLEGE FOUNDATION, INC.**

Under this program an in-state student may borrow as much as \$2,500.00 per year. Repayment of principal and interest at 7% begins when the student has ceased his course of study.

## **OUT-OF-STATE STUDENT LOANS**

Out-of-state students should contact their family banks or state higher education assistance agencies concerning state-administered guaranteed student loan programs.

## **PRESIDENT'S SCHOLARSHIP**

Beginning in 1973 President's Scholarships in the amount of tuition and fees will be awarded to the valedictorian and salutatorian of each high school\* in the seven county service area. Eligibility will consist not only of high school academic average but will be contingent upon enrollment at College of The Albemarle.

## **VFW SCHOLARSHIP**

The VFW Scholarship is a \$100.00 renewable scholarship awarded each year to a full-time first year student. Applicants must be the son or daughter of a veteran of military service, and a permanent resident of Camden, Chowan, Currituck, Dare, Gates, Pasquotank or Perquimans County.

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\* Northeastern, Albemarle Academy, Perquimans, Holmes, Chowan, Gates, Camden, Knapp, Manteo, and Cape Hatteras.

# STUDENT SERVICES

College of The Albemarle offers a comprehensive program of student services designed to aid students in meeting the challenges of college life, and to provide opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

## GUIDANCE AND COUNSELING

Educational, vocational, and personal guidance and counseling is available to all students from the following two sources: the Student Services counselors and the faculty.

The Student Services counselors provide admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Once enrolled the counselors continue to work closely with each student to insure that his educational program is implemented and that he is making satisfactory progress toward the accomplishment of his educational goals. The counselors are also available for personal-social counseling if students desire to take advantage of this service.

Since the College offers college transfer education, many students frequent the counselors' offices to discuss transfer admission requirements at senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, in the final analysis it is the direct responsibility of the student to contact the senior college or university to ascertain requirements for transfer thus verifying the information obtained from the Student Services counselor.

Faculty members post regular office hours during which time students enrolled or anticipating enrollment in classes can seek course advisement and consultation. The instructional staff is also utilized as reference personnel for career and program guidance information for enrolled students and prospective students.

## INFORMATION SERVICE

Information pertaining to occupations, educational opportunities, and social concerns is available from the Student Services counselors for students and prospective students. Also, the Office of Student Services coordinates the development and distribution of printed materials, i.e., catalogs, program brochures, general information booklets, etc., pertaining to curriculum courses and programs.

## TESTING AND ACADEMIC PLACEMENT

The counseling staff at COA is qualified to administer and interpret a variety of group and individual tests. Placement tests are administered at no cost to enrolling students to insure that each student's program and course placement is appropriate for his level of academic preparedness. In addition to placement testing, students have the opportunity to take additional interest, personality and aptitude measurements as needs arise during their studies at COA.

## PLACEMENT SERVICE

College of The Albemarle attempts to provide both educational and job placement assistance for its students even though no placement can be guaranteed. College transfer students are assisted by the Student Services counseling staff in gaining admission into senior colleges and universities to complete their baccalaureate program.

All other students who do not plan to continue their education are urged to register with the Placement Office located in the Counseling Center, Technical Center six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer, the student's credentials consisting of personal data, references, and college transcript are sent to the employer by the Placement Office. Registrants are eligible for interviews with recruiters who come to the Placement Office seeking applicants for jobs.

Placement forms are available at any time during office hours in the Technical Center. The Director is also available for counseling with registrants who need information about job opportunities.

The Placement Office is responsible for keeping abreast of part-time job offerings for students while they are enrolled in school. Students should contact the Director for additional information.

There is no charge for any of the services of the Placement Office.

## TUTORIAL PROGRAM

The tutorial program is designed to help those occupational students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors of the College will tutor those students who need help. Interested



students should contact the Student Services Office or the Counseling Center, Technical Center for additional information.

## HEALTH SERVICE

The College does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in the case of an emergency. First Aid kits are currently available in the Gymnasium, the Business Office, the Maintenance Offices of both campuses, and certain laboratories. These locations are subject to change. The kits are available for student use; however, the College does not assume responsibility for the administration of first aid. The *Student Handbook* should be consulted for information and procedures for handling accidents and emergencies.

Each student has the opportunity to purchase accident insurance when he registers. The College strongly recommends that students enrolling in occupational programs and who plan to take physical education activity courses avail themselves of this opportunity.

## HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending the College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations and the College does not assume responsibility for the approval or supervision of such housing.

## STUDENT ACTIVITIES

COA offers its students opportunities to participate in a variety of cultural, athletic, and recreational experiences. Students also participate in the governance of the College as elective and appointive student government officers and representatives and as voting members on college committees.

The student newspaper, *Old Salt*, and the annual, *Beacon*, and the campus literary magazine, *Argus*, are published by students. Work on the newspaper and annual provides students with opportunities to express their ideas and opinions, and to explore creative writing, news reporting and editing, advertising, and photography.

Many activities are conducted in relation to courses of study—language clubs, Phi Beta Lambda, Tec Club, and Travel Adventure Club. Others are based on the student interests and hobbies—The Cheerleaders, Veterans Club, Sailing Club, and Student Publications. Drama and choral groups (the Satyrs and the Col-

lege Chorale) are open to those students showing interest.

Membership in the College's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership, and service while a student at COA.

The College also provides comprehensive drama, and musical programs, and many social events such as informal dances, concerts, teas, homecoming weekend, and the May Dance.

The Physical Education Department offers an extensive program of intramural sports. Participation in these sports is purely voluntary and college credit is not given. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that each student is given the opportunity to practice his skills in actual competition.

College of The Albemarle fields teams in three intercollegiate athletic sports—basketball, baseball, and golf. The COA Dolphins belong to the Cavalier Tarheel Conference and are members of the National Junior College Athletic Association. Students are thus afforded the opportunity to participate in intercollegiate athletics as athletes or cheerleaders, or as spectators.

## VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the College. COA cooperates with the Veterans' Administration and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms, students should contact local Veterans Affairs Offices. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

All regular curriculum courses listed in the catalog are approved for Veterans training as well as the Adult High School Completion Program and certain other programs under the Adult Education Division. For information concerning approved courses, please contact the Registrar.

All general regulations contained in this catalog apply to all students. However, there are some special points of interest for veterans and/or dependents of veterans:

1. *Changing Curriculum.* Any deviation from the approved course listed on the Certificate of Eligibility constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.



2. *Address Change.* The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.

3. *Auditing Classes.* The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full time student, the Registrar must notify the VA of such change and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

*Credit Hour Enrollment (College Transfer and Technical):*

12 or more	—	full time
9-11	—	$\frac{3}{4}$ time
6-8	—	$\frac{1}{2}$ time
less than 6	—	tuition only

*Clock Hour Enrollment (Vocational Only):*

30 or more	—	full time
22½-29	—	$\frac{3}{4}$ time
15-22	—	$\frac{1}{2}$ time
less than 15	—	tuition only

4. *Class Attendance.* All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load which, in turn, could affect assistance payments.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle, and further to contact the Registrar for general information concerning VA educational benefits at the time of initial enrollment at the College.

# ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS FOR THE ASSOCIATE DEGREE

### I. General Statement

#### A. *Academic Requirements*

The College awards the degrees listed below to persons who have fulfilled the following requirements:

1. Completion of at least 96 hours of collegiate work with at least a C (2.0) average. In computing the grade point average all work attempted at the College of The Albemarle shall be considered.
2. All of the requirements listed in the catalog at the time a student begins his work toward a particular degree (maintaining continuous enrollment), or at the time he plans to graduate, must be met.
3. Of the last 45 hours of work completed for a degree, at least 36 must be completed at the College.
4. Candidates for Associate in Arts and Associate in Science degrees are required to complete six Physical Education Activity Courses. PED 101 is required of these students for graduation plus five (5) additional activity courses. All candidates for an Associate in Applied Science degree will be required to complete no less than three quarter hours of health and/or physical education courses. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty and is eligible for the G.I. Bill of Rights, is exempted from the physical education requirements with substitution of other courses as electives being required.

#### B. *Other Requirements*

1. Degrees will not be awarded to students with unmet financial obligations to the College.

### II. General Requirements

NOTE: Courses not designed for transfer (i.e., vocational

and/or technical courses) are not applicable toward A.A. and A.S. degrees.

A. <i>Associate in Arts Degree</i>	Quarter Hours
English Composition	9
Mathematics	5
Natural Science	12
Humanities	9
Social Science	9
Physical Education	6
	<hr/>
Electives	50
	46
	<hr/>
Total	96

B. <i>Associate in Science Degree</i>	
English Composition	9
Mathematics (College Algebra and higher) and Science	44
Mathematics . . . . .	10
Natural Science . . . . .	24
Mathematics and/or Science electives . . . . .	10
Humanities	3
Social Science	9
Physical Education	6
Electives	25
	<hr/>
Total	96

C. Candidates for the Associate in Applied Science degree must meet the requirements outlined in the curriculum in which the student is enrolled.

### III. Definitions

#### A. *Humanities*

Fine Arts, Literature, Foreign Language, and Speech courses.

#### B. *Natural Science*

Biology, Chemistry, Physics, and Physical Science courses.

### C. *Social Sciences*

Economics, Geography, History, Political Science, Psychology, Sociology, and Education courses.

## CREDIT BY EXAMINATION

### I. College Level Examination Programs—Subject Examinations

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses most frequently taken in the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

Each Subject Examination consists of 90-minute, multiple choice test and optional essay section. The essay section requires an additional 80 minutes of testing time and is designed to provide further evidence of the student's competence.

The sample for norming most Subject Examinations consist of students who were completing one year of collegiate instruction in the subject area in randomly selected colleges in the United States.

To receive college credit by taking the *CLEP—Subject Examinations*:

- a. The examinee must achieve a score at or above the score recommended by the Council on College Level Examinations.
- b. Credit would be granted only for those Subject Examinations that parallel courses which appear in the COA Catalog in force at the time a student applies for credit.
- c. The credit hours granted for a Subject Examination would not exceed the same amount of credit that COA grants upon the completion of an equivalent course or sequence of courses. (Example—if an examinee successfully scores a 50 on the *American History—Subject Examination* he would receive 9 quarter hours of credit since this examination covers the equivalent of three quarters of course work.)
- d. The total amount of credit that could be granted for

*Subject Examinations* would not exceed 45 quarter hours of credit.

- e. No credit will be granted under this policy until the examinee has matriculated as a regular student at College of The Albemarle and passed twelve (12) credit hours with a 2.0 ("C") or better quality point average.

Students seeking additional information regarding the CLEP Subject Examinations should contact the Dean of Student Services.

## II. College of The Albemarle Proficiency Examinations

These examinations function as a method for obtaining credit by examination in technical/vocational subjects and those not covered by CLEP Subject Examinations. Any student may present his request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels that the student's background should enable him to pass the examinations.

An examination, agreeable to at least a majority of the members of the involved department, should be prepared following the request of the student and administered to him/her before the last day for adding courses. The exam must be graded by two department members.

The student will not receive a letter grade or quality points. However, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation, but will not be counted in computing quality point average.

## CO-OPERATIVE EDUCATION

Co-op at College of The Albemarle is a Co-operative Education venture between a school and a business. Having the opportunity to apply classroom theory to actual work positions is the purpose of Co-operative Education. The co-operative arrangement gives the student an opportunity to enter a business as an employed worker and to apply knowledge gathered from a program of study to an actual on-the-job working experience. This experience can not only give students higher motivation for academic studies but can also develop a greater mastery of skills to augment academic preparation. Discussing problems, experiences, and potentials

with professionals leads to an increase in self-confidence, maturity, and sound judgment.

Many students are unfamiliar with the variety of occupations available in business and industry. By exposing students to various positions within the world of work, employers can help students select careers on a realistic basis. Although the educational experience is the prime objective of this program, most students find that income earned on field placement provides an important portion of school cost. Students are paid the statutory minimum wage while they are on Co-op assignments.

The major objectives of Co-operative Education are:

To develop a work oriented student.

To develop an academically prepared student.

To create a smooth transition for the student from school to the world of work.

To develop an interest of business and industry in occupational educational programs.

For further information contact the Chairman, Co-operative Education Department.

## **ACADEMIC LOAD**

See *Academic Load*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## **AUDITING COURSES**

See *Auditing Courses*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## **CLASS ATTENDANCE**

See *Class Attendance*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## **CLASS CHANGES**

See *Class Changes*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## **CURRICULUM CHANGES**

See *Curriculum Changes*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## GRADING SYSTEM

See *Grading System*, ADMISSION TO/WITHDRAWAL FROM THE COLLEGE

## HONORS

### I. DEAN'S LIST

In order to qualify for the Dean's List, a student must take a minimum of 12 quarter hours of work and maintain at least a "B" average, with no grade lower than a "C".

### II. COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

### III. THE PRESIDENT'S SERVICE CUP

The President's Service Cup is awarded by the President of College of The Albemarle at the annual graduation exercise to the graduate who has contributed most in services to the College during his two years of attendance at the College of The Albemarle. Selection of this student is made through a vote of the faculty and administrative staff.

### IV. HONOR SEALS

The College in an effort to recognize those candidates for graduation who have excelled academically awards Honor Seals for degrees in accordance with the cumulative grade point average noted below. The appropriate citation is also read upon awarding the degree at the graduation exercise.

<i>summa cum laude</i> (with highest honors)	3.80-4.00
<i>magna cum laude</i> (with high honors)	3.60-3.79
<i>cum laude</i> (with honors)	3.40-3.59

## TRANSCRIPT OF RECORDS

See *Transcript of Records*, FEES AND EXPENSES

## ACADEMIC WARNING, PROBATION, AND SUSPENSION

Any student whose cumulative quality point average is less than 2.0 at the end of any quarter will receive an Academic Warning



and will be requested to report to the Office of Student Services for counseling. The counselor will attempt to identify the causes for the student's poor academic performance and may direct the student to another program for which he is better qualified.

A student will be placed on Academic Probation and may not be allowed to continue in a program without special permission from the Dean of Student Services and the student's counselor if his cumulative quality point average falls below the following standard:

<i>Credit Hours Attempted</i>	<i>Minimum Quality Point Average</i>
0 - 16	1.00
17 - 32	1.25
33 - 48	1.50
49 - 64	1.75
65 - 80	1.90
81 and above	2.00

If a student is unable to meet the above stated standard in relation to the total number of quarter hours attempted, he will be placed on Academic Probation. The statement "Academic Probation" will be placed on the student's permanent record. There are two categories of probationary students, having the following enrollment load limits:

ACADEMIC PROBATION I—First term on Academic Probation—maximum of 12 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).

ACADEMIC PROBATION II—Second term on Academic Probation—maximum of 9 course hours (Developmental course hours included) and enrollment in Group Counseling (PSY 98).

If a student is unable to meet the minimum quality point average by the end of Academic Probation II, Academic Suspension of the student will be automatic. The statement "Academic Suspension" will be placed on the student's permanent record.

A student will be suspended at the end of the first quarter on probation if he does not attend Group Counseling (PSY 98) and any other Developmental courses to which he is assigned.

A transfer student may be admitted on Probation I if his quality point average does not meet the above standard for good standing, considering the total number of hours attempted at all institutions previously attended.

Following his first quarter at the College of The Albemarle, the

transfer student's quality point average will be computed only on work attempted at this institution, and his standing will be determined by applying the standards above. Transfer students should be warned that all collegiate work ever attempted *might* be considered in the calculation of their overall quality point average by the senior institution to which they wish to transfer.

A student who is academically suspended may appeal his suspension on the basis of steady, positive progress made, although his cumulative quality point average is less than the minimum to continue in his program. Petitions for reinstatement are to be made in writing to the Chairman of the Academic Suspension Appeals Committee. The Committee consists of the Dean of Student Services, who serves as Chairman, the Dean of Instruction, and the group counseling instructor. Students who are reinstated will be readmitted on Probation II and may be assigned additional work in the Learning Laboratory.

## DISMISSAL FROM THE COLLEGE

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College or the student. Such action is the responsibility of the College Disciplinary Committee. Students are advised to consult the current *Student Handbook*, Disciplinary Procedures, for additional information.



# PROGRAMS OF STUDY

## COLLEGE TRANSFER

### THE COLLEGE TRANSFER EDUCATION PROGRAM LEADING TO THE ASSOCIATE IN ARTS DEGREE AND THE ASSOCIATE IN SCIENCE DEGREE

The college transfer program is designed to provide academic course work which is transferable to senior institutions. If properly selected, all course work should transfer without loss of credit and the student should be granted junior status at the senior institution after graduation from College of The Albemarle.

College of The Albemarle provides professional counseling and a faculty advisory system to help the student plan his program for transfer to the college or university of his choice. The student should realize, however, that the requirements for senior institutions are so varied that it is impossible to design any program of study which will articulate perfectly with the programs of every senior institution. The student should consult the catalog of the institution to which he plans to transfer. *Final responsibility for selecting the proper courses must rest with the student.*

### SAMPLE TWO-YEAR COLLEGE TRANSFER EDUCATION PROGRAMS

Note: These are sample programs of study. They should not be considered to be prescriptive on the part of the student or his advisor. Each student's schedule is flexible and is governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which he plans to transfer, and requirements at College of The Albemarle.

Pre-Liberal Arts (C-011) ..... A.A. Degree

This suggested program is designed to allow students to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. In addition, this program should be followed by all students who have not definitely decided upon an area of specialization.

#### Quarter Hours

English Composition	9
World History	9
Natural Science	12

Mathematics	5-9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Agriculture (C-001) ..... A.S. Degree

This suggested curriculum is designed for the student who intends to major in one of the agricultural sciences at a senior institution.

	<i>Quarter Hours</i>
English Composition	9
Mathematics (College Algebra and higher)	44
and Natural Science	
Mathematics	10
Natural Science	24
Mathematics and/or	
Natural Science	10
World History	9
Literature	6
Economics	9
Psychology	6
Social Science electives	9
Physical Education	6

Pre-Art (C-003) ..... A.A. Degree

Students who plan to transfer to a senior college or university and major in art should follow the suggested programs listed below.

	<i>Quarter Hours</i>
English Composition	9
History	9
Natural Science	12
Mathematics	5-6
Speech	6
Literature	9
Foreign Language (through Intermediate)	12-24
Psychology	6
Physical Education	6
Art courses to complete 96 hours	

Pre-Business Administration (C-004) ..... A.A. Degree

This suggested business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

*Quarter Hours*

English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science (Biology, Chemistry, or Physics)	12
Mathematics	5-9
Accounting (Bus. 203, 204, 205)	12
Economics (Eco. 201 202, 203)	9
Foreign Language (through Intermediate)	12-24
Physical Education	6
Electives to complete 96 hours	

Pre-Drama (C-006) ..... A.A. Degree

This suggested program of study is intended for students who plan to major in drama, or a related field, at a senior institution.

*Quarter Hours*

English Composition	9
Mathematics	5-6
Natural Science	12
History	9
Humanities (Sph. 101, 102, 201)	9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	9
Drama courses to complete 96 hours	

Pre-Forestry (C-008) ..... A.S. Degree

This suggested program is intended for students who plan to specialize in forestry.

*Quarter Hours*

English Composition	9
Mathematics (College Algebra and higher)	44
and Natural Science	
Mathematics	10
Natural Science	24
Mathematics and/or	
Natural Science	10
World History	9

Literature	6
Economics	9
Psychology	6
Physical Education	6
Electives to complete 96 hours	

Pre-Law (C-010) .....A.A. Degree

Students who plan to transfer to a four-year college or university and take a program that qualifies them for entrance into a law school should follow this suggested program.

*Quarter Hours*

English Composition	9
Social Science	21-24
Natural Science	12
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Mathematics (C-012) .....A.A. Degree

Students who plan to major in mathematics should follow this suggested program of study. Modifications may be necessitated due to variations in the requirements of senior institutions.

*Quarter Hours*

English Composition	9
History	9
Natural Science	12
Mathematics (through Calculus IV)	20-30
Humanities	9
Foreign Language (through Intermediate)	12-24
Physical Education	6
Electives to complete 96 hours	

Pre-Music (C-015) .....A.A. Degree

This suggested program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or a comparable degree. Students in this program should refer to the requirements for the Associate in Arts Degree if they plan to obtain this degree.

*Quarter Hours*

English Composition (Eng. 101, 102, 103)	9
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History	9
Mathematics	5
Natural Science	12
Physical Education	6
Foreign Language (elective)	12*
Music Theory (Mus. 102, 103, 104, 202, 203, 204)	18
Sightsinging and Dictation (Mus. 105, 106, 107, 205, 206, 207)	12
Voice, Piano or Organ	12
Music History and Literature (Mus. 220, 221, 222)	9
Chorus (Mus. 117, 118, 119, 217, 218, 219)	6

\*Voice majors required to have one year of French.

Pre-Science (C-018) ..... A.S. Degree

This suggested curriculum is designed for students who are planning to study medicine, dentistry, or one of the pure sciences (physics, chemistry, biology, etc.).

*Quarter Hours*

English Composition	9
Mathematics (College Algebra and higher)	44
and Natural Science	
Mathematics	10
Natural Science	24
Mathematics and/or	
Natural Science	10
History	9
Humanities	9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education	6

Pre-Elementary Education (C-020) ..... A.A. Degree

This suggested program is designed for the student who plans to teach in the elementary grades, and *should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.*

*Quarter Hours*

English Composition (Eng. 101, 102, 103)	9
United States History (His. 201, 202, 203)	9
Geography	6
Mathematics (Mat. 111, 112, 113)	9
Natural Science	12

Speech	3
Introduction to Education (Edu. 101)	3
General Psychology (Psy. 201, 202)	3-6
Educational Psychology (Psy. 221, 222)	3-6
Art	3
Music (Mus. 100, 101)	2-4
Hygiene (Hea. 121)	3
Government (Political Science 211, 212)	6
Literature	9
Physical Education	6
Electives to complete 96 hours	

Pre-Business Education (C-026) ..... A.A. Degree

This suggested program should be followed by students who plan to teach business education in the public schools.

*Quarter Hours*

English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science	12
Mathematics	5-9
Economics (Eco. 201, 202, 203)	9
Accounting (Bus. 203, 204, 205)	12
Typewriting (through Advanced) (Bus. 101, 102, 103)	6-9
Shorthand (Bus. 104, 105, 201)	12
Physical Education	6
Electives to complete 96 hours	

Pre-Secondary Education (C-028) ..... A.A. Degree

Students who plan to teach in the public schools at the secondary level should follow this suggested program. Due to the varied nature of secondary education curricula, students in this program *should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.*

*Quarter Hours*

English Composition (Eng. 101, 102, 103)	9
History	9
Natural Science	12
Mathematics	5-9
Speech	3

Introduction to Education (Edu. 201)	3
General Psychology (Psy. 201-202)	3-6
Educational Psychology (Psy. 221-222)	3-6
Hygiene (Hea. 121)	3
Literature	9
Physical Education	9
Electives to complete 96 hours	6

## **TECHNICAL EDUCATION**

### **OBJECTIVES OF THE TECHNICAL EDUCATION PROGRAMS**

The objectives of the Technical Programs are to train students in a two-year program to be technicians in a specific area. The technician not only is trained in the mechanics of a specific trade but also is familiar in the theory of why things are done in a specific way. In addition, the technical student has the opportunity to acquire appropriate skills in English, mathematics, and science. This enables him to be in demand by business and industries in middle-management positions, the connecting link between the tradesman and the management.

The preparation of the Technical Programs enables a person to enter the "world of work" with skills that will lead to good job opportunities and good chance for advancement. This fosters good citizenship and productive community leadership.

### **Technical Education Programs Leading to The Associate in Applied Science Degree**

The following curricula in Business Administration Technology, Drafting and Design Technology, Electronics Technology, General Office Technology, Secretarial Science are suggested for students in these programs. Deviations from the programs of study outlined must be recommended by the department chairman and approved by the Dean of Instruction. These technical curricula are primarily intended to prepare the student to enter employment upon completion.

The Associate in Applied Science Degree is awarded after all requirements for graduation have been completed, as outlined under specific programs. Students who plan to enter employment immediately after graduation should schedule as many extra classes in their specialty area as possible to better prepare themselves for the world of work.

## Admission Requirements for Technical Programs

Requirements for admission of a candidate to the regular two-year technical programs include the following qualifications. The candidate:

1. Must be a high school graduate or the equivalent.
2. Must submit transcripts of high school education.
3. Must demonstrate aptitude for technical training as determined by standard tests. These tests will aid in student counseling, placement and guidance.
4. Must be in acceptable condition of physical and mental health.

## BUSINESS ADMINISTRATION TECHNOLOGY (T-018)

### Associate in Applied Science Degree

#### First Year

First Quarter		Class	Lab	Cr. Hrs.
ENG 101	English Composition	3	0	3
*BUS 101	Elementary Typewriting	3	1	3
BUS 107	Business Mathematics	3	0	3
BUS 106	Introduction to Business	5	0	5
ECO 201	Principles of Economics	3	0	3
				<hr/> 17

#### Second Quarter

ENG 102	English Composition	3	0	3
BUS 203	Principles of Accounting	3	3	4
ECO 202	Principles of Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 123	Business Finance	3	0	3
				<hr/> 16

#### Third Quarter

ECO 203	Principles of Economics	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 204	Principles of Accounting	3	3	4
T-BUS 116	Business Law	3	0	3
	Elective			3
				<hr/> 15

#### Second Year

First Quarter		Class	Lab	Cr. Hrs.
SPH 101	Voice and Diction	3	0	3
EDP 101	Computer Fundamentals	3	0	3
BUS 211	Marketing	5	0	5
	Elective			5
				<hr/> 16

**Second Quarter**

BUS 209	Business Communications	3	0	3
T-BUS 243	Advertising	3	2	4
T-BUS 235	Business Management	3	0	3
EDP 102	Computer Programming	3	2	4
	Elective			2
				<hr/> 16

**Third Quarter**

T-BUS 229	Taxes	3	2	4
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 271	Office Management	3	0	3
**HEA 121	Hygiene or HEA 233 First Aid and Safety Education	3	0	3
	Elective			3
				<hr/> 16

Total Hours Required for Graduation	96
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\*Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that student may be exempted.

\*\*Three hours of physical Education Activity Courses may be substituted.

**DRAFTING AND DESIGN TECHNOLOGY (T-043)****Associate in Applied Science Degree****First Year**

First Quarter		Class	Lab	Cr. Hrs.
DFT 101	Engineering Drawing	3	3	4
T-DES 101	Tools, Materials, and Processes	3	0	3
ENG 101	English Composition	3	0	3
T-MAT 105	Technical Math I	5	0	5
T-TEC 101	Introduction to Technology	1	0	1
				<hr/> 16

**Second Quarter**

DFT 102	Engineering Drawing	3	3	4
T-DES 102	Tools, Materials, and Processes	2	3	3
ENG 102	English Composition	3	0	3
T-MAT 106	Technical Math II	4	0	4
T-DFT 104	Electronic Drafting	1	3	2
				<hr/> 16

**Third Quarter**

DFT 103	Engineering Drawing	3	3	4
T-DES 103	Strength of Materials	3	0	3
T-TEC 201	Technical Report Writing	4	0	4
T-DFT 214	Jigs and Fixtures	3	3	4
T-DFT 105	History of Architecture	2	0	2
				<hr/> 17

**Summer Session (Electives)**

DFT 207	Architectural Drawing	3	3	4
DFT 208	Architectural Drawing	3	3	4

## Second Year

### First Quarter

		Class	Lab	Cr. Hrs.
T-DFT 201	Advanced Engineering Graphics	3	3	4
PHY 201	General Physics	3	3	4
T-DFT 215	Jigs and Fixtures	3	3	4
EDP 101	Computer Fundamentals	3	0	3
				<hr/> 15

### Second Quarter

T-DFT 202	Adv. Engineering Graphics	3	3	4
PHY 202	General Physics	3	3	4
DFT 205	Descriptive Geometry	3	3	4
	Elective			3
				<hr/> 15

### Third Quarter

T-DFT 203	Adv. Engineering Graphics	3	3	4
PHY 203	General Physics	3	3	4
T-DFT 206	Design Drafting	3	3	4
*HEA 121	Hygiene or HEA 223 First Aid and Safety Education	3	0	3
	Elective			2
				<hr/> 17

Total Hours Required for Graduation 96

\*Three hours of Physical Education Activity courses may be substituted.

## ELECTRONICS TECHNOLOGY (T-045)

### Associate in Applied Science Degree

#### First Year

##### First Quarter

		Class	Lab	Cr. Hrs.
T-ELN 101	D.C. Circuits	5	3	6
ENG 101	English Composition	3	0	3
T-MAT 105	Technical Math I	5	0	5
	or			
MAT 101	College Algebra	5	0	5
DFT 101	Engineering Drawing	3	3	4
T-TEC 101	Introduction to Technology	1	0	1
				<hr/> 19

##### Second Quarter

T-ELN 102	A.C. Circuits	5	3	6
ENG 102	English Composition	3	0	3
T-MAT 106	Technical Math II	4	0	4
	or			
MAT 102	Trigonometry	5	0	5
T-DFT 104	Electronic Drafting	1	3	2
				<hr/> 15-16



**Third Quarter**

T-ELN 103	Semiconductor and Vacuum Tube	5	3	6
T-TEC 201	Technical Report Writing	4	0	4
EDP 101	Computer Fundamentals	3	0	3
*HEA 121	Hygiene or HEA 223 First Aid and Safety Education	3	0	3
				<hr/> 16

**Summer Session (Electives)**

T-ELN 104	Electronic Servicing I	3	3	4
T-ELN 105	Electronic Servicing II	3	3	4

**Second Year**

First Quarter		Class	Lab	Cr. Hrs.
T-ELN 201	Adv. Semiconductor and Vacuum Tube	3	3	4
T-ELN 202	Basic Communication Electronics	3	3	4
PHY 201	General Physics	3	3	4
T-ECO 205	Engineering Economics	3	0	3
				<hr/> 15

**Second Quarter**

T-ELN 203	Basic Computer Electronics	3	3	4
T-ELN 204	Adv. Communication Electronics	3	3	4
T-ELN 215	Industrial Electronics	3	3	4
PHY 202	General Physics	3	3	4
				<hr/> 16

**Third Quarter**

T-ELN 206	Adv. Computer Electronics	3	3	4
T-ELN 216	Industrial Electronics	3	3	4
PHY 203	General Physics	3	3	4
	Elective			4
				<hr/> 16

Total Hours Required For Graduation 96

\*Three hours of Physical Education Activity Courses may be substituted.

**GENERAL OFFICE TECHNOLOGY (T-033)****Associate in Applied Science Degree****First Year**

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	1	3
ENG 101	English Composition	3	0	3
BUS 106	Introduction to Business Electives	5	0	5
				<hr/> 16

**Second Quarter**

		Class	Lab	Cr. Hrs.
LIB 100	Library Usage	1	0	1

BUS 102	Intermediate Typewriting	2	2	3
ENG 102	English Composition	3	0	3
BUS 107	Business Mathematics	3	0	3
**HEA 121	Hygiene or HEA 223 First Aid and Safety Education	3	0	3
	Electives			3
				<hr/> 16

### Third Quarter

BUS 103	Advanced Typewriting	2	2	3
BUS 108	Personal Finance	5	0	5
	Electives			8
				<hr/> 16

## Second Year

### First Quarter

		Class	Lab	Cr. Hrs.
EDP 101	Computer Fundamentals	3	0	3
T-BUS 109	Inter-personal Relations	3	1	3
T-BUS 115	Business Law	3	0	3
	Electives			7
				<hr/> 16

### Second Quarter

SPH 101	Voice and Diction	3	0	3
T-BUS 210	Office Machines	1	2	2
BUS 209	Business Communications	3	0	3
	Electives			8
				<hr/> 16

### Third Quarter

T-BUS 221	Transcription	3	2	4
***T-BUS 212	Accounting	3	2	4
	Electives			8
				<hr/> 16

Total Hours Required for Graduation 96

\*Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that student may be exempt.

\*\*Three hours of Physical Education Activity Courses may be substituted.

\*\*\*BUS 203 may be substituted.

## ASSOCIATE DEGREE NURSING

This program in nursing is to prepare students for registered nursing in a seven quarter curriculum comprised of general education and nursing courses. Upon successful completion of the total curriculum, the student is granted the Associate in Applied Science Degree and is eligible to write the State Board Examination for licensure as a registered nurse.

The primary purpose of the program is to prepare men and women for careers as registered nurses competent to give direct patient care in any setting—hospital, clinics, visiting nurse service agencies, public health agencies, and others.

Advanced standing may be granted to graduate Licensed Practical Nurses and ex-service medical personnel, upon proof of completion of certain approved programs, and the obtaining of a passing score when writing a battery of exams used for evaluative purposes.

Students secure a college-level education with the same privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life, while developing their potential as persons, citizens and nurses.

Classes in general education courses will be shared with students from other disciplines. Clinical nursing experience will be carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in other agencies.

The unique features of the program make a nursing education feasible for older students, married women, and men whose family responsibilities require them to live at home.

Although the Associate Degree program is complete for the purpose described, college credit earned may be applied toward a baccalaureate degree if desired.

## ASSOCIATE DEGREE NURSING (T-059)

### Registered Nursing

#### First Year

First Quarter		Class	Lab	Cr. Hrs.
NUR 115	Introduction to Nursing	4	15	9
BIO 205	Anatomy and Physiology I	3	3	4
PSY 201	General Psychology	3	0	3
NUT 101	Nutrition	3	0	3
				19

#### Second Quarter

NUR 116	Medical/Surgical Nursing of Adults and Children I	4	15	9
BIO 206	Anatomy and Physiology II	3	3	4
PSY 202	General Psychology	3	0	3
PHM 101	Pharmacology	3	0	3
				19

#### Third Quarter

NUR 124	Medical/Surgical Nursing of Adults and Children II	4	15	9
BIO 207	Microbiology	3	3	4
PSY 231	Child Growth and Development	3	0	3
PED ---	Physical Education	1	2	1
				17

#### Summer Session

First Minimester		Class	Lab	Cr. Hrs.
ENG 101	English Composition	3	0	3

**Second Minimester**

ENG 102	English Composition	3	0	3
				<hr/> 6

**Second Year****First Quarter****Sequence A**

NUR 225	Maternal/Child Nursing	4	15	9
NUR 220	Guided Readings	1	0	1
SOC 201	Introduction to Sociology	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 14

**Sequence B**

NUR 240	Psychiatric/Mental Health Nursing	4	15	9
NUR 280	Issues in Nursing	4	0	4
SPH 201	Public Speaking	3	0	3
				<hr/> 16

**Sequence C**

NUR 250	Community Health Nursing	4	15	9
EDP 101	Computer Fundamentals	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 13

**Second Quarter****Sequence A**

NUR 240	Psychiatric/Mental Health Nursing	4	15	9
NUR 280	Issues in Nursing	4	0	4
SPH 201	Public Speaking	3	0	3
				<hr/> 16

**Sequence B**

NUR 250	Community Health Nursing	4	15	9
EDP 101	Computer Fundamentals	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 13

**Sequence C**

NUR 225	Maternal/Child Nursing	4	15	9
NUR 200	Guided Readings	1	0	1
SOC 201	Introduction to Sociology	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 14

**Third Quarter****Sequence A**

NUR 250	Community Health Nursing	4	15	9
EDP 101	Computer Fundamentals	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 13

	Sequence B	Class	Lab	Cr. Hrs.
NUR 225	Maternal/Child Nursing	4	15	9
NUR 200	Guided Readings	1	0	1
SOC 201	Introduction to Sociology	3	0	3
PED ---	Physical Education	1	2	1
				<hr/> 14

	Sequence C	Class	Lab	Cr. Hrs.
NUR 240	Psychiatric/Mental Health Nursing	4	15	9
NUR 280	Issues in Nursing	4	0	4
SPH 201	Public Speaking	3	0	3
				<hr/> 16

Total Hours Required for Graduation 104

## SECRETARIAL SCIENCE (T-030)

### Associate in Applied Science Degree

#### First Year

First Quarter		Class	Lab	Cr. Hrs.
*BUS 101	Elementary Typewriting	3	1	3
ENG 101	English Composition	3	0	3
BUS 106	Introduction to Business	5	0	5
	Electives			5
				<hr/> 16

#### Second Quarter

LIB 100	Library Usage	1	0	1
BUS 102	Intermediate Typewriting	2	2	3
ENG 102	English Composition	3	0	3
BUS 107	Business Mathematics	3	0	3
**HEA 121	Hygiene or HEA 223 First Aid and Safety Education	3	0	3
	Elective			3
				<hr/> 16

#### Third Quarter

BUS 103	Advanced Typewriting	2	2	3
BUS 108	Personal Finance	5	0	5
*BUS 104	Elementary Shorthand	5	0	5
	Elective			3
				<hr/> 16

#### Second Year

##### Second Year

##### First Quarter

BUS 105	Intermediate Shorthand	3	2	4
EDP 101	Computer Fundamentals	3	0	3
T-BUS 109	Inter-Personal Relations	3	1	3
T-BUS 115	Business Law	3	0	3
	Elective			3
				<hr/> 16

### Second Quarter

SPH 101	Voice and Diction	3	0	3
BUS 201	Advanced Shorthand	2	2	3
T-BUS 210	Office Machines	3	0	3
BUS 209	Business Communications			5
	Electives			<hr/> 16

### Third Quarter

T-BUS 221	Transcription	3	2	4
***T-BUS 212	Accounting	3	2	4
	Electives			8
				<hr/> 16
	Total Hours Required for Graduation			96

\*Elective hours may be substituted for Elementary Typing and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that student may be exempted from them.

\*\*Three hours of Physical Education Activity Courses may be substituted.

\*\*\*BUS 203 may be substituted.

## VOCATIONAL EDUCATION

### Vocational Education Programs (One Year) Leading to the Diploma

#### OBJECTIVES OF THE VOCATIONAL EDUCATION PROGRAMS

The purpose of the Vocational Education Programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted, useful, and self-supporting citizens.

The courses are designed to prepare students for initial employment, retraining for new skills, or for advancement in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

Although students spend a portion of their time in "hands-on experience" each quarter, they spend an equal amount of time in the classroom as do all other academic students. It is expected that a vocational student will have to spend two hours in outside study for each hour in class in order to be successful in his chosen field.

#### Admission Requirements for Vocational Programs

An applicant to the full-time day programs must present a certificate of graduation and a transcript of his record from a recognized high school, or he may present a High School Equivalency Certificate.



An applicant must be 18 years of age and not attending a school at the high school level.

### **Class Attendance**

Students are expected to attend all classes. Any work missed due to absences must be made up and is the responsibility of the student.

Absences for any reason are the responsibility of the student. Missing more than twenty-five percent of class meeting hours or more than a total of 5 absences subjects the individual to be dropped from the course with a grade of "F". The student may appeal to the Dean of Instruction in the case of emergency.

### **Withdrawals**

A student who withdraws from the vocational day program is expected to confer with his counselor and the Department Chairman. Then, he is expected to clear through the Office of Student Services and the Business Office. Any student who leaves the program without officially withdrawing will receive a grade of "F" in all courses. Application for withdrawal should be made at the Office of Student Services.

### **Probation and Suspension**

Any student failing to pass  $\frac{1}{3}$  of his work on an hourly basis will be automatically excluded from registration for the next quarter.

Any student failing to pass  $\frac{2}{3}$  of his work on an hourly basis will be placed on probation for the next quarter. If the student does not pass more than  $\frac{2}{3}$  of his work the quarter he is on probation, he will be automatically excluded from registration for the next quarter. After three quarters of work in which the student does not pass  $\frac{2}{3}$  of his work, he will be automatically suspended and may be reinstated only by the Academic Suspension Appeals Committee. Requests for reinstatement will be sent to the Office of the Dean of Student Services and forwarded to the Academic Suspension Appeals Committee.

### **Requirements for Diploma or Certificate**

A diploma is awarded the student who successfully completes the prescribed trade program of instruction.

Awarding of a diploma is also based upon payment of all financial obligations owed to the College.

## AUTOMOTIVE MECHANICS TRADE (V-003)

		Hours per week		
				Cr. Hrs.
First Quarter		Class	Lab	Equiv.
AUT 1100	Auto Engines	3	16	11
MAT 1000	Fundamentals of Mathematics	5	0	5
DFT 1000	Blueprint Reading I	4	0	4
ENG 1020	Reading Improvement	2	0	2
				22
Second Quarter				
AUT 1110	Auto Electrical & Fuel Systems	3	16	11
MAT 1010	Vocational Mathematics	3	0	3
PHY 1040	Applied Physics I (elec.)	1	2	2
ENG 1030	Communication Skills	2	0	2
DFT 1101	Schematics & Diagrams: Power Mechanics	3	0	3
				21
Third Quarter				
AUT 1120	Automotive Power Train Systems	3	17	11
PSY 1060	Industrial, Community and Personal Relations	2	0	2
PHY 1050	Applied Physics II (light & heat)	1	2	2
WLD 1400	Basic Welding	2	3	3
				18
Fourth Quarter				
AUT 1130	Automotive Chassis & Suspension	3	7	6
AUT 1140	Automotive Air Conditioning	2	4	4
BUS 1103	Small Business Operations	2	0	2
PHY 1060	Applied Physics III (mechanics)	1	2	2
AUT 1150	Automotive Servicing	3	6	6
				20

## COSMETOLOGY (V-009)

		Hours per week		
				Cr. Hrs.
First Quarter		Class	Lab	Equiv.
COS 1001	Scientific Study	42	63	6
COS 1011	Mannequin Practice	13	212	7
				<hr/> 13
Second Quarter				
COS 1002	Scientific Study	55	0	5
COS 1022	Clinical Application	0	275	8
				<hr/> 13
Third Quarter				
COS 1003	Scientific Study	55	0	5
COS 1033	Clinical Application	0	275	8
				<hr/> 13

**Fourth Quarter**

COS 1004	Scientific Study	55	0	5
COS 1044	Clinical Application	0	275	8
				<hr/> 13

**MACHINIST TRADE (V-032)**

		Hours per week		
First Quarter		Class	Lab	Cr. Hrs. Equiv.
MEC 1200	Machine Shop Theory & Practice I	3	16	11
MAT 1000	Fundamentals of Mathematics	5	0	5
DFT 1000	Blueprint Reading I	4	0	4
ENG 1020	Reading Improvement	2	0	2
				<hr/> 22

		Hours per week		
Second Quarter		Class	Lab	Cr. Hrs. Equiv.
MEC 1210	Machine Shop Theory & Practice II	2	14	9
MAT 1010	Vocational Math	3	0	3
PHY 1040	Applied Physics I (elec.)	1	2	2
MEC 1250	Structure of Metals I	3	0	3
ENG 1030	Communications Skills	2	0	2
DFT 1010	Blueprint Reading II	3	0	3
				<hr/> 22

		Class	Lab	Cr. Hrs. Equiv.
Third Quarter				
MEC 1220	Machine Shop Theory & Practice III	2	12	8
MAT 1020	Geometry & Trigonometry	3	0	3
PSY 1060	Industrial, Community and Personal Relations	2	0	2
PHY 1050	Applied Physics III (light & heat)	1	2	2
WLD 1400	Basic Welding	2	3	3
DFT 1020	Blueprint Reading III	3	0	3
				<hr/> 21

		Class	Lab	Cr. Hrs. Equiv.
Fourth Quarter				
MEC 1230	Machine Shop Theory & Practice IV	3	16	11
MEC 1255	Structure of Metals II	3	0	3
MAT 1030	Machinist Math	3	0	3
DFT 1030	Blueprint Reading IV	2	0	2
PHY 1060	Applied Physics III (mechanics)	1	2	2
				<hr/> 21

**ADVANCED MACHINIST TRADE****(Second Year Option)**

		Hours per week		
First Quarter		Class	Lab	Cr. Hrs. Equiv.
MEC 1260	Precision Machining I	2	16	10
DFT 101	Engineering Drawing	3	3	4
	Electives	6	0	6
				<hr/> 20

**Second Quarter**

MEC 1265	Precision Machining II	2	16	10
DFT 102	Engineering Drawing	3	3	4
	Electives	6	0	6
				<hr/> 20

**Third Quarter**

MEC 1270	Machine Repair	2	16	10
DFT 103	Engineering Drawing	3	3	4
	Electives	6	0	6
				<hr/> 20

**Fourth Quarter**

MEC 1275	Jig & Fixture Building	2	10	7
MEC 1280	Die Making	2	10	7
	Electives	6	0	6
				<hr/> 20

**Suggested Electives For Machinist Trade**

		Class	Lab	Cr. Hrs.
BUS 1103	Small Business Operations	2	0	2
T-DES 101	Materials, Tools & Processes	3	0	3
T-DES 102	Materials, Tools & Processes	2	3	3
T-DES 103	Strength of Materials	3	0	3
DFT 205	Descriptive Geometry	3	3	4
DFT 209	Individually Supervised Study, Drafting	Indef.	Indef.	3
T-DFT 201, 202, 203	Advanced Engineering Graphics	3	3	4
T-DFT 206	Design Drafting	3	3	4
T-DFT 214, 215	Jigs & Fixtures	3	3	4
MAT 90	Arithmetic	3	0	3
MAT 91	Basic Mathematics I	3	0	3
MAT 92	Basic Mathematics II	3	0	3
T-MAT 105	Technical Math I	5	0	5
T-MAT 106	Technical Math II	4	0	4

## MACHINE OPERATOR PROGRAM

The purpose of this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist Trade. This program will be three quarters in length. The first quarter is the same as the Machinist Program and during this time the instructor and the counselor may evaluate the student's progress and abilities and advise them as to the program they should follow.

This program will offer an opportunity for occupational success and satisfaction to some students who might not succeed in the Machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

### MACHINE OPERATOR

			Hours per week		
					Cr. Hrs.
First Quarter			Class	Lab	Equiv.
MEC 1200		Machine Shop Theory & Practice I	3	16	11
MAT 1000		Fundamentals of Mathematics	5	0	5
DFT 1000		Blueprint Reading I	4	0	4
ENG 1020		Reading Improvement	2	0	2
					22
Second Quarter					
MEC 1215		Lathe Operation	3	10	8
MEC 1225		Drill Press Operation	3	10	8
MAT 1010		Vocational Math	3	0	3
ENG 1030		Communication Skills	2	0	2
					21
Third Quarter					
MEC 1235		Shaper Operation	3	12	9
MEC 1245		Mill Operation	3	12	9
					18

## PRACTICAL NURSE EDUCATION

The College of The Albemarle and the Albemarle Hospital Board of Trustees in cooperation with the North Carolina State Department of Community Colleges offer to qualified applicants a twelve month course in Practical Nursing. Supervised clinical practice is given by qualified instructors certified by the North Carolina Department of Community Colleges.

## Specific Admission Requirements

Age: 17-50

Education: High School Graduates or persons who have passed the High School Equivalency Examination.

Health: Good mental and physical health is essential. Physical and dental examinations and immunization against smallpox, typhoid, tetanus and poliomyelitis are required.

General: Applicants must be citizens of the United States or signify their intention of becoming citizens. Entrance examinations are administered and applications are considered by an Admissions Committee composed of representatives of the College and the Albemarle Hospital.

This course is twelve (12) months in length and is divided into four quarters. Students wishing to take Practical Nursing in a Practical Nurse Education Program must meet the age level and other requirements of an accredited school. The North Carolina Board of Nursing prescribes, in accordance with the North Carolina Laws related to nursing, the course of study and the standards which accredited school programs will maintain.

### PRACTICAL NURSE EDUCATION (V-038)

First Quarter		Class	Lab	Cl. Pract.
PNE 1511	Health	33		
PNE 1512	Anatomy & Physiology	66		
PNE 1513	Microbiology	22		
PNE 1514	Nutrition & Diets	44		
PNE 1516/ 1510	Nursing Fundamentals/Vocational Adjustments I	66	34	
PNE 1534	Pharmacology I	22		
PED 101	Physical Education	33		
		286	34	0

Quarter Total Hours—320

Second Quarter				
PNE 1520	Medical/Surgical Nursing I	44	22	216
PNE 1521	Maternity Nursing & Newborn	44		24
PNE 1522	Growth & Development	22		
PNE 1533	Pediatrics	22		
		132	22	240

Quarter Total Hours—394

Third Quarter		Class	Lab	Cl. Pract.
PNE 1521	Maternity Clinical Experience			72
PNE 1530	Medical/Surgical Nursing II	44		120
PNE 1533	Pediatrics Clinical Experience			96

PNE 1534	Pharmacology II	44		
PNE 1541	Communicable Diseases	22		
PNE 1542	Geriatrics	22		
		<hr/>	<hr/>	<hr/>
		132	0	288

Quarter Total Hours—240

#### Fourth Quarter

PNE 1515	First Aid & Disaster	22		
PNE 1521	Maternity Clinical Experience			48
PNE 1540	Medical/Surgical Nursing III and and Clinical Experience	44		216
PNE 1543	Mental Health Nursing	44		
PNE 1544	Vocational Adjustments II	22		
		<hr/>	<hr/>	<hr/>
		132	0	264

Quarter Total Hours—396

TOTAL HOURS—1,552

## CONTINUING EDUCATION

The Continuing Education Department provides educational courses and training programs and services to meet the needs of the adults in the Albemarle area not served by other educational institutions. Programs presented by this Department are available at the College, in the public school facilities, and in various locations in the following counties—Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans.

In general, a program can be presented during the day or at night whenever 10-15 persons register for a course. Each program will vary in length according to its purpose.

The programs offered are classified in the six areas listed below:

- I. Academic Educational Programs
  - A. Adult Basic Education
  - B. High School Equivalency
  - C. Learning Laboratories
  - D. Adult High School Diploma Program
- II. General Interest and Employment Related Programs
- III. Cultural Related Programs
- IV. Community Service Programs
- V. Special Education Programs
- VI. Professional In-Service Education
- VII. New Industry Training

### Admission Requirements

Generally speaking, any individual who is 18 years of age is eligible for admission to these programs. Some classes may have specific admission requirements. In such cases, the applicants will



be informed of these requirements. Prior to the beginning of each quarter a course schedule is published and made available to prospective students upon request. Courses which begin between the regular quarters are publicized through the area news media. Adults are encouraged to contact the college and pre-register prior to the beginning of each quarter. For further information, please call the Department of Continuing Education, Phone 335-0821.

### **Attendance**

Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 75% student attendance in each course is required to receive the Adult High School Diploma and/or the "Certificate of Achievement."

### **Fees**

Many of these programs and classes are offered without charge; in other instances, a small fee is charged to cover the cost of instructional supplies. All fees must be paid at the first class session. Books and supplies are usually the responsibility of the student and may be purchased through the College.

### **Certificates**

Certificates of completion are presented, upon request, to participants who satisfactorily complete a course or program.

### **Course Descriptions**

Course descriptions for adult education courses are not listed in this publication. Only examples of the types of courses that may be offered are listed. Specific course descriptions are furnished upon request or in a schedule of courses which is made available before the beginning of each quarter. Courses that are not listed in this publication may be offered upon request.

### **Class Locations**

Many adult education courses and services are provided on the campus at College of The Albemarle. Other courses and services are provided in the different communities within the College's area of service that includes the counties of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans.

## **Veterans Information**

The Learning Labs are approved by the Veterans Administration and benefits are now available to veterans who have not completed high school. Veterans may attend the College of The Albemarle Learning Lab and/or regularly scheduled adult high school classes and receive cash benefits while they earn their diploma. The benefits received while earning their high school diploma do not count against total eligibility benefits.

In addition, veterans' wives and children of disabled and deceased veterans who wish to complete their high school education are eligible to receive financial assistance.

Interested persons may call 335-0821, for information.

### **I. Academic Education Programs**

- A. Adult Basic Education (ABE)—Consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete requirements in the Learning Labs which are open from 8 a.m. to 10 p.m. daily except Friday, 8 a.m. to 4 p.m.

Level I— For those adults who have completed less than four grades of formal education (Grades 0-4).

Level II—For those adults who stopped in grades 5-8 or who have completed Level I in Basic Education.

The programs in this area are designed so that individuals 18 years of age or older may complete their education in grades 1-8 regardless of where they may have stopped their formal education.

- B. High School Equivalency (GED)—Consists of organized classes which usually meet two nights per week, two and one-half hours per night, or the adult student may complete requirements in the Learning Labs which are open from 8 a.m. to 10 p.m. daily except Friday, 8 am. to 4 p.m.

GED Level 9-10—For those adults who stopped school in grades 9-10 or who have completed Level II in Basic Education.

GED Level 11-12—For those adults who stopped school in grades 11-12 or who have completed Level 9-10 of GED.

These programs offer courses which are directed toward helping an individual pass the General Educational Development Tests that are given in the Learning Laboratory at College of The Albemarle. Upon successful completion of tests, the N.C. State Board of Education will issue to the individual the High School Equivalency certificate.

The number of hours needed to complete the Adult High School Equivalency Program depends on the student's reading level and his previous educational experiences, formal and informal.

- C. Adult High School Diploma Program—For admission to the High School Diploma Program, a person must be at least 18 years of age with written recommendation of the local school superintendent, individual public school dropouts between the ages of 16 and 18 may be admitted as students with "special needs."

Any student who enters the Adult High School Diploma Program must have the consent of the cooperating school system and a list of the specific courses which he needs to complete in the lab. Upon completion of the required courses the student is awarded an Adult High School Diploma by the cooperating county Board of Education.

Additional information concerning the opportunity to earn an Adult High School Diploma may be obtained by contacting the college or the local school superintendent in any one of the seven counties served by the college.

- D. Learning Laboratories—The Learning Laboratories provide an opportunity for any interested adult, regardless of his educational background, to select appropriate courses of study from over two hundred programmed instruction courses ranging in difficulty from the elementary school level to and including the college level. The adult student may complete requirements for the Adult High School Diploma or the High School Equivalency Certificate (GED) in the learning labs. Each of these courses is presented in a book or booklets which reduce the course content into easily learned, step-by-step units. Individuals studying most of these courses are completely free to set their own study pace. Students who are advised to complete phases of programs leading to a high school diploma, the high school equivalency certificate, or who are required to do preparatory study in association with a

college curriculum, are expected to show steady progress toward a predetermined objective in their Learning Laboratory study. There are no grade assignments or set speeds of completion for programmed instruction courses.

Following is listed the various subjects that are available in the Learning Laboratories located at the Technical Center, College of The Albemarle in Elizabeth City, N.C.; the Swain Elementary School in Edenton, N.C.; and the Manteo Elementary School in Manteo, N.C.

## SUBJECTS

### *Reading and Language*

Reading instruction at all levels  
Practice, and drill in individual reading skills  
Vocabulary development  
Spelling Punctuation  
Grammar Composition  
Business letter writing

### *Literature*

Poetry  
Adventures in Reading 1,2,3

### *Mathematics*

Modern Math—Jr. High  
Arithmetic  
Addition Subtraction  
Multiplication Division  
Fractions Decimals  
Per Cents Square Root  
Probability  
Algebra—Modern & Traditional  
Geometry—Plane & Solid  
Trigonometry  
Calculus Logarithms Statistics

### *Economics*

American Economics Series

### *Academic Skills*

How to Study How to Read  
Slide Rule Maps  
Latitude and Longitude

### *Health*

First Aid Nutrition  
Safety Personal Health

### *General Interest*

Musical Notation The Game of Bridge  
The Game of Chess Interior Decorating  
Theology  
Flower Arrangement

### *Social Studies*

United States History  
United States Geography  
The Constitution The Bill of Rights  
How a Bill Becomes a Law

### *Business*

Bookkeeping Accounting  
Shorthand Management Skills  
Arithmetic of Basic Filing  
Computers  
Consumer Mathematics

### *Science*

Psychology General Science  
Biology Physics  
Chemistry Vectors

### *Technical*

Electronics Blueprint Reading  
Transistors Electricity

### *Foreign Language*

French Spanish German  
(reading, writing, speaking)

The following equipment is available for use by the students in the Laboratories:

Reading Rateometer  
Controlled Reader

Craig Reader  
 Tape Recorder (stereo, reel-to-reel)  
 Language Master  
 Record Player  
 DuKane Filmstrip Projector with Record Player  
 DuKane Filmstrip Projector with Cassette Player  
 Viewlex Table-talk Filmstrip Projector with Record Player  
 Study Mate Filmstrip Projector for captioned filmstrips  
 Cassette Recorder  
 Headphones  
 Table-top Screens

## II. General Interest and Employment Related Programs

These programs offer opportunities for an individual to take courses in response to an interest, for upgrading in employment, or for qualifying for employment.

### *Agricultural*

Farm Records	Pesticides
Ornamental Horticulture	Poultry Management
Fertilizers and Lime	Welding for Farmers

### *Business*

Accounting	Bookkeeping
Typing	Shorthand
Office Procedures	Office Management

### *Construction*

Bricklaying	Housewiring
Blueprint Reading	Plumbing
Carpentry	

### *General Interest*

Effective Listening	Welding
Furniture Upholstery	Boating
Income Tax	Slimnastics
Cake Decorating	First Aid
Knitting	Homemaking
Sewing	Adult Driver Education
Air Conditioning & Refrigeration	Modern Math
Reading Improvement	Speed Reading
Real Estate Fundamentals	Safety Courses
Small Engine Repair	Public Speaking

This list, of course, is not inclusive, but illustrates the broad range of types of courses available. For further information please contact the college.

## III. Cultural Programs

These activities offer opportunities for young and old to further

develop an area of interest, to pursue a hobby, or to learn how art plays a role in many aspects of life.

A. Albemarle Choral Society—The Society was organized to give talent in the area the opportunity for training and experience in concerted vocal art forms of musical composition. In order to achieve its intended purpose an area has been established in Edenton (S.W. Division) and in Elizabeth City (N.W. Division).

B. Fine Arts—Courses are offered in the following areas:

Decoupage	Painting (Oil)
Figure Drawing	Pottery
Interior Decorating	Printmaking
Metal Enameling	Sculpture
Flower Arranging	Water Color
Arts & Crafts	Millinery

C. Photographic Slide Presentations—Photographic slide presentations on Dare and Pasquotank Counties are available to various clubs and groups upon request. These slides reveal the historical, cultural and recreational aspects of each county.

#### IV. Community Service Programs

College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the community. Such services may arise from almost every program area. Community service activities include the following:

Seminars and Conferences	Fine Arts Exhibits
Speakers' Bureau	Musical Programs
Discussion Groups	Community Studies
Lecture and Film Series	Drama Programs

#### V. Special Educational Programs

Ambulance Attendants Training	Hospitality Training
Fire Service Training	Law Enforcement Training
Fisheries Training	Linesman Safety Training
Forensic Science Training	Supervisory Development Training
	Telephone Safety Training

#### VI. Professional Inservice Programs

Professional Inservice Programs include courses in Business Education, Health and Welfare Education, and Teacher Education. Courses are offered at the professional and sub-professional levels. Some of the courses available on the college campus are provided by senior colleges and universities and carry graduate level credit.

- A. Business Education—Courses in Business Education are planned especially for adults who desire business education for personal purposes. Among the courses provided by the College are the following:

Beginning Typing	Bookkeeping
Advanced Typing	Secretarial Procedures
Business English	Business
Gregg Shorthand	Correspondence
ABC Stenoscrypt	Business Math
	Business Machines

- B. Health and Welfare Education—Health Education courses are especially designed to contribute to the improvement of health and welfare and provide opportunities for persons engaged in all aspects of health services to up-date themselves in their professions. Courses are available in the following subject areas:

Chronic Diseases	Home Companion for the Aged
Mental Health	Emotional Problems
Child Development	Physical Handicaps
Geriatric Nursing	Preparation for Parenthood
Environment Pollution	Baby Care

- C. Teacher Education—Teachers are increasingly seeking opportunities for professional growth through inservice education. College of The Albemarle cooperates with local school agencies, senior colleges, and the universities in providing short courses, workshops and credit courses for certificate renewal and professional growth. Courses and workshops are offered in many subject areas such as the following:

Principles of Guidance	Home-School-Community
Psychology (Social)	Relations
Advanced Cultural Geography	Introduction to Exceptional Children
Tests and Measurements	Modern Math for Elem. Teachers
Foundations of Kindergarten Education	Social Studies in the Elem. School
Aerospace Education	Mental Health
	Environmental Education
	Juvenile Delinquency
	Classroom Art Media

## VII. New Industry Training

One of the basic objectives of College of The Albemarle is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges,



will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

The New and Expanding Industry Training Program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and in prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Provision of suitable space for a temporary training facility prior to the completion of the new plant, should such temporary space be required. This may be space with College of The Albemarle or leased space in the community.
5. Assumption of installation costs of equipment in the temporary training facility.
6. Payment for one-half the cost of nonsalvageable materials expended in the training program.

The purpose of this service is to help a new or expanding industry to meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

For further details of this service, please contact the President or the Chairman, Continuing Education Department, College of The Albemarle, Elizabeth City, North Carolina.



## EVENING PROGRAMS

Courses offered during the evening hours in the College Transfer Education Division now make it possible for a student to meet graduation requirements from College of The Albemarle by attending night school alone. High School graduation or its equivalent (GED) is the only admission requirement. Courses are offered in sequence so that a student may enroll in advanced courses immediately after completing the basic ones.

Courses are scheduled Monday through Thursday evenings with courses carrying three quarter hours' credit meeting from 7:00 to 10:00 p.m. one night per week. Exceptions to this are four hour courses—science and some business courses—which meet one night for the lecture portion and one night for laboratory work each week. Each three hour night class is the equivalent of three daytime fifty-minute classes or one week of daytime classwork.

The cost for these courses is the same as for the courses offered during the day.

For information concerning the courses to be offered, please contact the College.

Evening Vocational and Technical courses are the same as offered to the full-time vocational and technical student. The courses are scheduled to meet one or two evenings per week (7:00 to 10:00 p.m.) throughout the normal school year.

The cost for these courses is the same as for the courses offered during the day.

General Adult Non-Credit Classes are also offered on campus as a part of the regular evening program. These classes are scheduled one or two evenings a week. The cost is minimal. Classes are free to Senior Citizens 65 years of age and older. Refer to the section, *Continuing Education*.



# COURSE DESCRIPTIONS

All College Preparatory courses are indicated by a three-letter prefix and a number below 100. All Freshman College Transfer courses are indicated by a three-letter prefix and numbers ranging between 100-199. All Sophomore College Transfer courses are indicated by a three-letter prefix and numbers ranging between 200-299.

All Freshman Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 100-200. All Sophomore Technical courses are indicated by the assigned three-letter prefix preceded by the letter "T" and numbered between 200-300.

All Vocational courses are indicated by the assigned three-letter prefix and numbered between 1000-2000.

On the same line following the prefix and number, appears the course title, the quarter(s) the course is normally offered, the number of quarter credit hours, with the number of lecture and lab hours being shown in parentheses. (F-Fall Quarter; W-Winter Quarter; S-Spring Quarter; SS-Summer Session. N-Night; Indef-Indefinite.)

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

## ART

ART 100, 101, 102	<b>History and Appreciation of Art</b> (Seq. F,W,S) 3(3-0) History of Art from Primitive times to the present covering painting, sculpture, and architecture. The course requires some parallel reading and is taught with reference to the life of the people during the time the art-work was created. Slides are used to supplement the textbook.
ART 103	<b>Color and Design</b> (F,S) 3(2-4) A course dealing with color theory and design principles, with emphasis on design fundamentals.
ART 104	<b>Drawing</b> (F,W) 3(2-4) A course which introduces the student to drawing in various media.
ART 105	<b>Figure Drawing</b> (W) 3(2-4) This course will explore various media leading to an understanding of figure drawing. There will be three studios a week, and discussions and critiques of work.
ART 106	<b>Painting Survey</b> (W,S) 3(2-4) There will be three studios a week, with discussion and critiques of work. This course will explore basic concepts of painting and will acquaint the student with the field of painting as a fine art.

- ART 107**                      **Ceramics Survey**                      (F,S) 3(2-4)  
A course which introduces the student to the total ceramic process. Emphasis is placed on use of the potter's wheel. Three two-hour studios per week.
- ART 108**                      **Sculpture Survey**                      (W,S) 3(2-4)  
This course will expose the student to sculpture, its processes and techniques, and survey the methods and materials as well as styles of sculpture.
- ART 110**                      **Crafts Design**                      (F,W,S) 3(2-4)  
This course will explore crafts design principles and the use of craft materials and tools.

## **AUTOMOTIVE MECHANICS**

- AUT 1100**                      **Automotive Engines**                      (F) 11(3-16)  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine, performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.
- AUT 1105**                      **Fundamentals of Automotive Mechanics**                      (N) 4(2-4)  
(a) Auto Engines  
(b) Auto Electrical & Fuel Systems  
(c) Auto Power Train System  
(d) Auto Chassis & Suspension  
(e) Auto Air Conditioning  
(f) Auto Servicing  
The purpose of this course is to allow the student to learn basic fundamentals or to increase his knowledge in automotive Mechanics.
- AUT 1110**                      **Automotive Electrical & Fuel Systems**                      (W) 11(3-16)  
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, alternators, regulators, ignition, accessories and wiring; fuel pumps, carburetors, emission control systems, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
- AUT 1120**                      **Automotive Power Train Systems**                      (S) 11(3-17)  
Principles and functions of automotive power train systems; clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.
- AUT 1130**                      **Automotive Chassis & Suspension**                      (SS) 6(3-7)  
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes.
- AUT 1140**                      **Automotive Air Conditioning**                      (SS) 4(2-4)  
General introduction to the principles of refrigeration;



study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

- AUT 1150 Automotive Servicing** (SS) 6(3-6)  
Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot repair any part of the automobile. This course incorporates diagnostic testing.

## BIOLOGY

- BIO 101 General Biology** (F,W,S,SS) 4(3-3)  
An introduction to basic biological principles—the nature of science, elementary chemistry, cell structure and function, energy transformation and an introduction to the anatomy and physiology of plant and animal systems.
- BIO 102 General Biology** (W,S,SS) 4(3-3)  
Continuing study of the anatomy and physiology of plant and animal systems, animal behavior, cellular reproduction, molecular and Mendelian genetics, plant and animal development and an introduction to ecology.  
Prerequisite: BIO 101 or permission of the instructor.
- BIO 103 General Biology** (F,W,S,SS) 4(3-3)  
A phylogenetic survey of living organisms. The major phyla are studied with emphasis on evolutionary relationships.  
Prerequisite: BIO 102 or permission of the instructor.
- BIO 205-206 Anatomy and Physiology I and II** (Seq. F,W) 4(3-3)  
An integrated anatomical and physiological study of the human body. Designed to give the student an understanding of basic human anatomy and physiology.  
Prerequisites: BIO 101, 102, 103 or permission of the instructor.
- BIO 207 Microbiology** (S) 4(3-3)  
A study of microorganisms with emphasis on morphology and physiological processes, and their relationship to man and his environment. Laboratory exercises will expose the student to the detection, identification and destruction of pathogenic microorganisms.  
Prerequisites: BIO 101, 102, 103 or BIO 205, 206.
- BIO 210 Principles of Ecology** (S) 5(3-4)  
A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A week-end field trip is required.  
Prerequisites: BIO 101, 102, 103 or permission of instructor.

## BUSINESS

- T-BUS 100 Stenocript** (Indef.) 3(3-1)  
An easy-to-learn phonetic shorthand written with the “abc’s” rather than symbols. Accepted by Civil Service and Industry. Speed of 80 words a minute can be achieved in one quarter. (Course will not transfer to four-year institutions).





riskbearing, partnership-corporation, mortgages, and property rights.

- T-BUS 123**      **Business Finance** (W) 3(3-0)  
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.
- BUS 201**      **Advanced Shorthand** (W) 3(2-2)  
Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice.  
Prerequisite: BUS 105.
- BUS 203-204-205**      **Principles of Accounting** (Seq. F,W,S) 4(3-3)  
A study of the basic accounting principles and concepts are applied to single proprietorships, partnerships, and corporations. Introduces the student to the basic concepts of cost accounting and the interpretation of financial statements.  
Prerequisite: None (BUS 107 encouraged)
- BUS 209**      **Business Communications** (W) 3(3-0)  
A study of the principles of modern business communication through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports.  
Prerequisite: ENG 101.
- T-BUS 210**      **Office Machines** (F,W,S,SS) 2(1-2)  
Designed to acquaint students with the use and operation of a variety of office machines, including the transcribing machine, adding machine, rotary and printing calculators, key-punch, and fluid duplicator.  
Prerequisite: Typing speed of 40 w.p.m.
- BUS 211**      **Marketing** (F) 5(5-0)  
A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, the ways middle-men's activities affect the manufacturer's sales strategy.
- T-BUS 212**      **Accounting** (S) 4(3-2)  
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.  
Prerequisite: None (BUS 107 encouraged)  
(BUS 203 may be substituted)
- T-BUS 221**      **Transcription** (W,S) 4(3-2)  
Designed to develop rapid and accurate transcripts from office-type dictation. Includes intensive practice in machine transcription.  
Prerequisites: Typing speed of at least 40 w.p.m.
- T-BUS 229**      **Taxes** (S) 4(3-2)  
Application of Federal and State taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

- T-BUS 230**      **Federal Income Taxes for Individuals**      (W) 1(1-1)  
Designed to set forth certain basics inherent in the Federal tax law today, to recommend procedures for preparing individual income tax returns reflecting those basics, and to point toward avenues for research and updating. On completion, the individual should be more proficient in the preparation of his individual Federal income tax return.
- T-BUS 235**      **Business Management**      (W) 3(3-0)  
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.
- T-BUS 243**      **Advertising**      (W) 4(3-2)  
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.
- T-BUS 271**      **Office Management**      (S) 3(3-0)  
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.
- T-BUS 272**      **Principles of Supervision**      (S) 3(3-0)  
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
- BUS 1103**      **Small Business Operations**      (SS) 2(2-0)  
An introduction to business covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law.

## CHEMISTRY

- CHM 101**      **General Chemistry**      (F) 4(3-3)  
An introductory course concerned with the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding and the periodic law. Laboratory includes an introduction to quantitative analysis.
- CHM 102**      **General Chemistry**      (W) 4(3-3)  
A continuation of Chemistry 101. Gas laws, introduction to thermodynamics, change of state and chemical equilibrium. Laboratory: a continuation of quantitative analysis. Prerequisite: CHM 101.
- CHM 103**      **General Chemistry**      (S) 4(3-3)  
Chemical kinetics, a study of properties of chemical elements and their compounds, and an introduction to nuclear and organic chemistry. Laboratory: a continuation of quantitative analysis. Prerequisite: CHM 102.

## CO-OPERATIVE EDUCATION

### Technical

The technical Co-op student will be allowed 2 credit hours per quarter in Co-operative Education to count as elective credit for a maximum of five quarters (10 qhrs.).

T-BUS	150, 151, 152, 153, 154	Co-operative Education, Business I, II, III, IV, V	(F,W,S,SS)	2(0-8)
T-DES	150, 151 152, 153, 154	Co-operative Education, Drafting & Design, I, II, III, IV, V	(F,W,S,SS)	2(0-8)
T-ELN	150, 151, 152, 153, 154	Co-operative Education, Electronics, I, II, III, IV, V	(F,W,S,SS)	2(0-8)

### Vocational

The vocational Co-op student may substitute 8 Co-op hours for 8 laboratory hours in their program.

MEC	1290, 1291, 1292, 1293, 1294, 1295, 1296	Co-operative Education, Machinist, I thru VII	(F,W,S,SS)	(0-8)
PME	1155, 1156, 1157	Co-operative Education, Power Mechanics, I, II, III	(F,W,S,SS)	(0-8)

The Co-op students will be assigned to an employment situation with one of the co-operating businesses. This will serve as an extension of the students' laboratory experiences. It will provide an opportunity to broaden the students' understanding of their field of study as they obtain actual job experience.

## COSMETOLOGY

COS 1001	Scientific Study I This is a course for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin.	(F,W,S,SS)	6(4-6)
COS 1011	Mannequin Practice A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.	(F,W,S,SS)	7(1-19)
COS 1002	Scientific Study II A classroom study of skin, scalp, hair, nails, and their dis-	(F,W,S,SS)	5(5-0)

orders, salesmanship, permanent waving, marcelling, relaxing, hairdressing, wigs, and hair coloring.

- COS 1022**      **Clinical Application I**      (F,W,S,SS) 8(0-25)  
A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting.
- COS 1003**      **Scientific Study III**      (F,W,S,SS) 5(5-0)  
A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene.
- COS 1033**      **Clinical Application II**      (F,W,S,SS) 8(0-25)  
This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments.
- COS 1004**      **Scientific Study IV**      (F,W,S,SS) 5(5-0)  
A classroom study of chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, beauty salon salesmanship management, electricity, cold waving and hair shaping.
- COS 1044**      **Clinical Application III**      (F,W,S,SS) 8(0-25)  
A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving, and hair shaping.

## DESIGN

- T-DES 101**      **Tools, Materials and Processes**      (F) 3(3-0)  
Introduction to design principles as effecting the draftsman-designer; characteristics of materials and their application to specified design requirements; problem solving methods as applied to the design process.
- T-DES 102**      **Tools, Materials and Processes**      (W) 3(2-3)  
Hands-on experience in solving design problems through laboratory experiences. Application of methods and procedures used to produce a product.
- T-DES 103**      **Strength of Materials**      (S) 3(3-0)  
A study of the characteristics of various materials used by industry and structural members subjected to different types of loads.

## DRAFTING

- DFT 101-102-103**      **Engineering Drawing**      (Seq. F,W,S) 4(3-3)  
A sequence of courses in basic Engineering Graphics techniques and principles including but not limited to use and care of instruments, lettering, applied geometry, orthographic projection, dimensioning, pictorial drawing, sections and conventions, and graphical analysis. Beginning students who have had two or more years of

mechanical drawing in high school and who are proficient in basic Engineering Graphics may be allowed to substitute a course for DFT 101 (subject to approval of Drafting department and the Faculty Executive Committee.)

- T-DFT 104      Electronic Drafting      (W) 2(1-3)**  
The application and principles in the use of symbols and conventions in the making of schematic, block diagrams, and other graphic methods of representing electronic engineering problems.  
Prerequisite: DFT 101.
- T-DFT 105      History of Architecture      (S) 2(2-0)**  
A study of the development of architectural forms from early civilization to present time.
- T-DFT 201-202-203      Advanced Engineering Graphics      (Seq. F,W,S) 4(3-3)**  
An advanced technical study of engineering graphics to include but not limited to: gears and cams; various industrial fasteners; fluid-power drawings; tool and die drawings; patent drawings and study of ASA (American Standards Association) drafting practices. Prerequisite: DFT 103.
- DFT 205      Descriptive Geometry      (W) 4(3-3)**  
Graphic analysis of space problems involving points, lines and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application.  
Prerequisite: DFT 102.
- T-DFT 206      Design Drafting      (S) 4(3-3)**  
Introduction to basic motion transfer as related to power trains to include pulley, chain drives, ratchet pawls, gears and cams, levers, design problem solving.  
Prerequisite: DFT 103.
- DFT 207-208      Architectural Drawing      (SS) 4(3-3)**  
Basic architecture relating to the construction of dwellings and commercial buildings including basic design requirements for foundations, floors, walls, roof construction, windows, doors and appointments.  
Prerequisite: DFT 103, DFT 105.
- DFT 209      Individually Supervised Study, Drafting      (Indef.) 3(Indef.)**  
Research and study in a specialized area of Engineering Graphics to be related to the students' vocational interests.  
Prerequisite: Instructor's consent.
- T-DFT 214-215      Jigs and Fixtures      (S,F) 4(3-3)**  
Principles and practice of jig and fixture design; problem and design analysis as related to jigs and fixtures construction.  
Prerequisites: DFT 102 and DFT 214.
- DFT 1000      Blueprint Reading I      (F) 4(4-0)**  
Basic principles of blueprint reading, lines, views, dimensioning procedures and notes.
- DFT 1010-1020      Blueprint Reading II and III      (W,S) 3(3-0)**  
A continuation of DFT 1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views and development.



**DFT 1030**      **Blueprint Reading IV** (SS) 2(2-0)  
A continuation of DFT 1000, 1010, and 1020 to include basic principals of machine drawing.

**DFT 1101**      **Schematics and Diagrams: Power Mechanics** (W) 3(3-0)  
Interpretation and reading of schematics and diagrams. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

## DRAMA

**DRA 117**      **Technical Theatre I** (F) 3(2-2)  
Stage architecture, scenic construction, and rigging. Techniques of the past and present are emphasized.

**DRA 118**      **Technical Theatre II** (W) 3(2-2)  
Stage makeup and costuming; lighting and sound effects; the construction of properties. Styles of the past and present are emphasized.

**DRA 119**      **Technical Theatre III** (S) 3(2-2)  
Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature.

**DRA 121**      **History of The Theatre** (F) 3(3-0)  
The history of the great period of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing.

**DRA 122**      **History of The Theatre** (W) 3(3-0)  
The history of the great periods of theatre from the Elizabethan through the French Neoclassical, emphasizing types and styles of drama, dramatic literature, acting, and directing.

**DRA 123**      **History of The Theatre** (S) 3(3-0)  
The history of the great periods of theatre from the Restoration Period to Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing.

## ECONOMICS

**ECO 201-202-203**      **Principles of Economics** (Seq. F,W,S) 3(3-0)  
Fundamental principles underlying basic economic concepts and the problems of modern economic society. First quarter surveys the nature of our private enterprise system. The second quarter reviews the role of government, evaluates our credit structure, and introduces national income accounting and analysis. The third quarter is devoted to studying the forces which determine the composition and pricing of national output, the distribution of income, and the allocation of resources.

**T-ECO 205**      **Engineering Economics** (F) 3(3-0)  
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Includes study of law of supply and demand and principles in relation to society at large.



## EDUCATION

- EDU 201**      **Introduction to Education**      (F,W,S) 3(3-0)  
This course is designed for students beginning professional training in teacher education. To acquaint the prospective teacher with the four major aspects of education; the teaching profession, the school system, the teacher and the pupil.

## ELECTRONIC DATA PROCESSING

- EDP 101**      **Computer Fundamentals**      (F,W,S,SS) 3(3-0)  
Basic course in computers covering history of computers, comparison of digital and analog computers and their uses, binary numbers, fundamentals of logical algebra and logic equations, and the terminology of computers.
- EDP 102**      **Programming for Computer-Based Information Systems**      (W,SS) 4(3-2)  
Study of the concepts of computer-based systems design, the concepts and tools of programming, and a specific computer language.  
Prerequisite: EDP 101.
- EDP 103**      **Programming for Computer-Based Information Systems**      (SS) 4(3-2)  
A continuation of EDP 102. A study of the concepts and tools of programming with emphasis on array data sets and file systems.  
Prerequisite: EDP 102.

## ELECTRONICS

- T-ELN 101**      **D. C. Circuits**      (F) 6(5-3)  
Development of basic circuit theories, electron theory, basic circuits, cells and batteries, resistance, resistance networks, Ohm's law, Kirchhoff's laws, Watt's law, Thevenin's Theorem, Norton's Theorem, superposition principles, magnetism, electromagnetism.
- T-ELN 102**      **A. C. Circuits**      (W) 6(5-3)  
Fundamental electrical laws are extended to include A.C. circuits, impedance, phase relationship, resonance, transformers, time constants, principles and use of measuring instruments.  
Prerequisite: T-ELN 101.
- T-ELN 103**      **Semiconductor and Vacuum Tube**      (S) 6(5-3)  
Theory of semiconductors, vacuum tubes, and gaseous tubes and the development of their characteristics, mutual conductance, load lines, A.C. theory, resonance, network theorems, decibels, test equipment.  
Prerequisite: T-ELN 102.
- T-ELN 104**      **Electronic Servicing I**      (Indef.) 4(3-3)  
Radio receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.  
Prerequisite: T-ELN 103.
- T-ELN 105**      **Electronic Servicing II**      (Indef.) 4(3-3)  
Television receivers servicing with emphasis on qualitative analysis. Laboratory work is correlated with the lecture material.  
Prerequisite: T-ELN 104.

- T-ELN 201**      **Advanced Semiconductor and Vacuum Tube**      (F) 4(3-3)  
Rectification and filtering methods, transistor and vacuum tube amplifiers, integrated circuits, hybrid parameters, amplifiers coupling methods, special and push-pull amplifiers, test equipment.  
Prerequisite: T-ELN 103.
- T-ELN 202**      **Basic Communication Electronics**      (F) 4(3-3)  
Basic transmitters, commercial transmitters, amplitude modulation systems, frequency modulation systems, phase modulation, amateur transmitters, frequency measurement, modulation measurement.  
Prerequisite: T-ELN 103.
- T-ELN 203**      **Basic Computer Electronics**      (W) 4(3-3)  
An introduction to digital and analog computer circuits.  
Prerequisite: T-ELN 103.
- T-ELN 206**      **Advanced Computer Electronics**      (S) 4(3-3)  
Applications of computers to problems, computer circuits, memory circuits, read out devices.  
Prerequisite: T-ELN 203.
- T-ELN 207**      **Individually Supervised Study, Electronics**      (Indef.) 3(Indef.)  
Designed to foster independent study, research and investigation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study.  
Prerequisite: Instructor's consent.
- T-ELN 215-216**      **Industrial Electronics**      (Seq. W,F) 4(3-3)  
Study of industrial electronic devices including industrial rectifiers, photo-tube circuits, time delay circuits, resistance sensitive circuits, weld timers, ignition and thyrotron circuits, speed controls, selsyns, amplidyne, transducers.  
Prerequisites: T-ELN 103 and 215.

## ENGLISH

- ENG 90, 91, 92**      **Language Arts I, II, III**      (F,W,S,SS) 3\*(3-0)  
Preparatory courses designed to correct deficiencies in fundamentals of English construction and usage. The course is designed to raise the achievement of the weak student up to college entrance level by helping him develop his abilities in grammar, composition, and oral communication, in order that he may be able to successfully undertake and complete regular college courses. Later emphasis in this sequence of courses is in developing adequate reading skills. Basic study skills and vocabulary development are emphasized. The course sequence is wide enough in scope that each student works on his own level until he has mastered basic skills in which he was deficient. Placement within this sequence of courses is based upon individual performance in diagnostic testing. An important facet of the Language Arts Program is its developmental laboratory. Any student who wishes self-improvement in English and Reading may work in the reading laboratory, under the supervision of a Language Arts teacher, on such areas as

improved reading speed, comprehension, grammar, writing, and study skills.

- ENG 101**      **English Composition**      (F,W,S,SS) 3(3-0)  
Study of expository writing with analysis of various methods of development; study of the essay; frequent theme assignments; individual conferences.
- ENG 102**      **English Composition**      (F,W,S,SS) 3(3-0)  
Continued Study of composition, emphasizing techniques of analysis and synthesis in writing, with short stories and drama providing substance; techniques of research writing.  
Prerequisite: ENG 101.
- ENG 103**      **English Composition**      (F,W,S,SS) 3(3-0)  
Continued study of composition based upon critical reading of poetry and novels.  
Prerequisite: ENG 102.
- ENG 201**      **English Literature**      (F,W,S,SS) 3(3-0)  
A survey of English literature from Beowulf to Milton.  
Prerequisite: ENG 103.
- ENG 202**      **English Literature**      (F,W,S,SS) 3(3-0)  
A survey of English literature from Milton to the Victorians.  
Prerequisite: ENG 103.
- ENG 203**      **English Literature**      (F,W,S,SS) 3(3-0)  
A survey of English literature from the Victorians to the present.  
Prerequisite: ENG 103.
- ENG 205**      **American Literature**      (F) 3(3-0)  
A survey of American literature from its beginnings to Hawthorne.  
Prerequisite: ENG 103.
- ENG 206**      **American Literature**      (W) 3(3-0)  
A survey of American literature from Hawthorne to the twentieth century.  
Prerequisite: ENG 103.
- ENG 207**      **American Literature**      (S) 3(3-0)  
A survey of American literature of the twentieth century.  
Prerequisite: ENG 103.
- ENG 1020**      **Reading Improvement**      (F) 2(2-0)  
A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately.
- ENG 1030**      **Communication Skills**      (W) 2(2-0)  
Development of ability to communicate effectively through the medium of good language usage in speaking and writing.

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\*Denotes preparatory credit. (nontransferable)

ing. Organizing and presenting thoughts effectively in connection with problems.

## FRENCH

- FRE 101-102-103**      **Elementary French** (Seq. F,W,S) 3(3-1)  
An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 101-102-103 except by permission of the instructor.
- FRE 151-152-153**      **Intermediate French** (Seq. F,W,S) 3(3-1)  
A systemic review of grammar with attention to correct pronunciation, aural drills, composition, and special emphasis on the development of reading skills.  
Prerequisites: Two years of high school French or FRE 101-102-103.
- FRE 160**      **Selected Readings in French** (Indef.) 3(3-0)  
A course for those particularly interested in learning to read French. Selections of short stories and drama will be used to provide ample vocabulary, idioms, etc.  
Permission of the instructor required to enroll in this course.
- FRE 201-202-203**      **Advanced French** (Seq. F,W,S) 3(3-0)  
A survey of French literature and civilization from the beginning of 1900. Both the literature and history will be summarized and excerpts from many highlights of each will be read. French conversation and composition will be utilized to insure student comprehension.  
Prerequisites: FRE 151, 152, 153.

## GEOGRAPHY

- GEO 101-102**      **Principles of Geography** (Seq. F,W,S) 3(3-0)  
A two-quarter sequential course designed to introduce the student to the study of geography and its influence upon man in his physical environment.
- GEO 103-104**      **World Geography** (Indef.) 3(3-0)  
A two-quarter sequential course designed to offer the student a regional analysis of the Eastern and Western hemispheres emphasizing the effects of these regions upon man's distribution and his accomplishments.  
Prerequisites: GEO 101-102 or permission of the instructor.

## HEALTH AND PHYSICAL EDUCATION

- PED 101-116**      **Physical Education** 1(1-2)  
Basically designed for the development of muscular strength, muscular endurance and circulorespiratory endurance factors. This is accomplished by engaging in various vigorous individual, dual, and group activities. Self evaluation involves physical fitness testing, sport-type and stunt-type motor educability testing. Health knowledge

and physiology of exercise information is an integral part of these courses. Separate sections are provided for men and women.

		Fall	Wtr.	Spr.	S.S.
PED 101 M/W	Basic Movement	(1)	(1)	(1)	
*PED 101 A	Adapted Physical Education	(1)			
PED 102 M	Flag Football	(1)			
*PED 102 A	Adapted Physical Education		(1)		
PED 103 M/W	Soccer	(1)			
*PED 103 A	Adapted Physical Education			(1)	
PED 104 M/W	Stunts and Tumbling		(1)		
PED 105 M/W	Elementary Gymnastics		(1)		
PED 106 M/W	Volleyball		(1)		
PED 107 M/W	Track and Field			(1)	
PED 108 W	Field Hockey	(1)			
PED 109 M/W	Beginning Swimming				(1)
PED 110 M	Basketball	(1)	(1)		
PED 111 M	Baseball			(1)	
PED 112 M/W	Badminton		(1)		
PED 113 M/W	Intermediate Swimming				(1)
PED 114 M/W	Basic Sailing	(1)		(1)	(1)
PED 115 M/W	Intermediate Sailing	(1)		(1)	(1)
PED 116 M/W	Senior Life Saving				(1)
PED 201-216	These courses are designed to continue the development of a high level of fitness by the use of fitness testing devices. To introduce new activities along with old ones so that the student may become acquainted with activities for leisure time. It is the ultimate goal of the courses to prepare the student to accept the responsibilities of living the "fullness of life through leisure activities."				
PED 201 C	Archery	(1)		(1)	(1)
PED 202 C	Tennis	(1)		(1)	(1)
PED 203 C	Dance		(1)		
**PED 204 C	Bowling		(1)	(1)	(1)
PED 205 C	Softball			(1)	
***PED 206 C	Golf			(1)	(1)

		Fall	Wtr.	Spr.	S.S.
PED 207 C	Water Safety Instructor				(1)
PED 208 C	Instructor Sailing			(1)	(1)
PED 210 M	Advanced Basketball			(1)	
PED 211 M	Advanced Baseball			(1)	
PED 216 C	Advanced Swimming				(1)
HEA 121	Hygiene			(F,W,S,SS)	3(3-0)
	The course is designed to give the student a stimulating and realistic approach to personal and community life health, and to develop in the student a sound and critical attitude where his own personal health is concerned.				
HEA 122	Hygiene			(F,W,S,SS)	3(3-0)
	A continuation of HEA 121—the human body and its function as related to problems of health and disease. Also included is an emphasis on preparing students in knowledge and skills needed in preventing accidents as well as rendering first aid to the victims of accidents.				
HEA 223	First Aid and Safety Education			(F,W,S,SS)	3(3-0)
	Standard and accepted practices of First Aid and Safety Education. Official certification to students who qualify.				
PED 221	Techniques for Teaching Physical Education Activities in the Public Schools			(S)	3(3-0)
	Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques and organization of Physical Education programs at the secondary level are stressed with some experience in practical application.				
PED 222	Techniques of Officiating Sports			(F,W,S)	4(2-4)
	Designed for pre-physical education majors and/or other students with a particular interest in individual, dual, and team sports. This course will involve lecture and laboratory experience to expose students to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules and mechanics of officiating will be of primary concern. Open to any student but recommended for males.				
	Prerequisites: Sophomore standing or permission of instructor.				

\*PED 101A-103A, Adapted Physical Education. These courses are designed to meet the needs and interest of college men and women through a carefully planned program of selected activities. 1(2-1)

\*\*A nominal lane fee is charged for each game.

\*\*\*A nominal greens fee is charged for each game played at local areas golf courses.

## HISTORY

HIS 101	Ancient History			(F,W,S,SS)	3(3-0)
	A survey of pre-history, the Ancient Near East, China, Greece, Rome, the Byzantine and Arab Empires to the time of Charlemagne.				

- HIS 102**                    **Medieval History**                    (F,W,S,SS) 3(3-0)  
A survey of the High Middle Ages, the Medieval Church, the Crusades, the growth of towns and trade, the Renaissance, the Age of Discovery, and the emergence of Royal Absolutism during the 17th and 18th Centuries.
- HIS 103**                    **Modern History**                    (F,W,S,SS) 3(3-0)  
A survey of European imperial expansion, the dynastic struggles of the 18th century, the Industrial Revolution, the American and French Revolutions, the two World Wars and the Cold War period.
- HIS 201**                    **U. S. History**                    (F,SS) 3(3-0)  
A survey of European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal Period and the War of 1812.
- HIS 202**                    **U. S. History**                    (W,SS) 3(3-0)  
A survey of the Ante Bellum period, the Civil War, Reconstruction and industrialization to the Spanish-American War.
- HIS 203**                    **U. S. History**                    (S,SS) 3(3-0)  
A survey of 20th Century U. S. history from the Progressive Movement through the Cold War.
- HIS 250-251**                **Europe—1815-Present**                (Seq. W.S.) 3(3-0)  
These courses trace the economics, political, and social development of various western and eastern European states from the end of the Napoleonic era to present situations. The focus of attention is directed toward restoration and reaction, which includes the concepts and development of 19th and 20th century isms.  
Prerequisite: HIS 101, 102, 103; HIS 250 prerequisite for HIS 251.

## JOURNALISM

- JOU 201**                    **Newswriting**                    (F,S) 3(3-0)  
Designed to introduce the student to journalistic writing, terms, and methods. Includes an analysis of news stories, experience in writing lead paragraphs, and in organizing news and news-feature stories. The student newspaper will be used for practical experience.  
Prerequisite: ENG 101 or permission of the instructor.

## LIBRARY

- LIB 100**                    **Library Usage**                    (F,W,S,SS) 1(1-0)  
A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course.

## MACHINIST

- MEC 1200**                **Machine Shop Theory and Practice I**                (F) 11(3-16)  
An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identifi-



cation, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice.

- MEC 1205**      **Fundamentals of Machine Shop**      (N) 4(2-4)  
The purpose of this course is to allow the student to learn basic fundamentals or increase his knowledge in machine shop practices.
- MEC 1210**      **Machine Shop Theory and Practice II**      (W) 9(2-14)  
Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course.
- MEC 1215**      **Lathe Operation**      (Indef.) 8(3-10)  
Operating principles and functions of the lathe, lathe tool sharpening and setups, care and maintenance of the lathe.
- MEC 1220**      **Machine Shop Theory and Practice III**      (S) 8(2-12)  
Advanced work on lathe, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gage, protractor and comparator.
- MEC 1225**      **Drill Press Operation**      (Indef.) 8(3-10)  
Operating principles and functions of the drill press, both standard and radial. Drill sharpening and setups on drill press. Care and maintenance of drill press.
- MEC 1230**      **Machine Shop Theory and Practice IV**      (SS) 11(3-16)  
Development of class projects in planning, blueprint reading, machine operations, final assembly and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry.
- MEC 1235**      **Shaper Operation**      (Indef.) 9(3-12)  
Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups, care and maintenance of shaper.
- MEC 1245**      **Mill Operation**      (Indef.) 9(3-12)  
Operating principles and functions of milling machines, mill setups, care of milling cutters, care and maintenance of milling machines.
- MEC 1250**      **Structure of Metals I**      (S) 3(3-0)  
Elementary and practical approach to ferrous metals. A study of their structure, marking, classification, and uses. The theory of iron and steel and their alloys. The shaping, forming, heat treatments, and surface treatments for steel.
- MEC 1255**      **Structure of Metals II**      (SS) 3(3-0)  
Elementary and practical approach to non-ferrous metals. A study of their structure, marking, classification, and

uses. The shaping, forming, heat treatments and surface treatments for non-ferrous metals.

- MEC 1260 Precision Machining I** (F) 10(2-16)  
The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects.
- MEC 1265 Precision Machining II** (W) 10(2-16)  
A continuation of Precision Machining I.
- MEC 1270 Machine Repair** (S) 10(2-16)  
This course is designed to familiarize the student with the installation, maintenance and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment.
- MEC 1275 Jig and Fixture Building** (SS) 7(2-10)  
This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops.
- MEC 1280 Die Making** (SS) 7(2-10)  
Elementary and practical approach to building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types materials used and the machining of component parts of dies.

## MATHEMATICS

- MAT 90 Arithmetic** (F,SS) 3\*(3-0)  
Sets and set language, the concept of numbers, natural numbers, rational numbers, decimal fractions, ratios, proportions and percentages, arithmetic of measurements, irrational numbers, real numbers, generalization of arithmetic processes, and word problems.
- MAT 91 Basic Mathematics I** (F,W,S,SS) 3\*(3-0)  
Symbols and sets, whole numbers, integers, rational numbers, solution sets of equalities and inequalities, absolute value, prime factors, GCD, LCM, laws of exponents, order relation.
- MAT 92 Basic Mathematics II** (F,W,S,SS) 3\*(3-0)  
Operations with rational algebraic expressions, polynomials, factoring, polynomial equations, real numbers, functions, systems of equations and inequalities, quadratic functions.
- MAT 101 College Algebra** (F,W,S,SS) 5(5-0)  
Sets, functions, graphs, an axiomatic treatment of the real numbers as a complete ordered field, equations, inequalities, matrices, determinants, mathematical induction, logarithms, binomial theorem, progressions.  
Prerequisite: Two years of high school algebra or MAT 91-92.

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\*Denotes preparatory credit. (non-transferable)

<b>MAT 102</b>	<b>Trigonometry</b> (W,S,SS) 5(5-0) The solution of right and oblique triangles by use of the slide rule; trigonometric identities and trigonometric equations; complex numbers; line functions and graphic representation. Prerequisite: MAT 101.
<b>T-MAT 105</b>	<b>Technical Math I</b> (F) 5(5-0) This course is designed primarily for students enrolled in Electronics, and Drafting and Design Technologies. The emphasis of this course is on problem solving at a post secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be an introduction to algebra, linear equations, functions and graphs, exponents and radicals, quadratic equations, ratio and proportion, the binomial theorem, and logarithms. This course is not designed to transfer to a four-year liberal arts school.
<b>T-MAT 106</b>	<b>Technical Math II</b> (W) 4(4-0) A continuation of Technical Math I. Emphasis is on trigonometry. Includes a study of right and oblique triangles, vectors, trigonometric formulas and identities, graphs, and complex numbers. Prerequisite: Technical Math I.
<b>MAT 111-112 113</b>	<b>Fundamental Concepts of Mathematics</b> (Seq. F,W,S) 3(3-0) Math 111 includes logic, set theory, systems of numerations and properties of the set of counting numbers. Math 112 includes elementary number theory of the sets of integers, rationals, and reals. Finite number systems are also included. Math 113 includes the binomial theorem, permutations, combinations, probability and elementary topics in geometry.
<b>MAT 201-202- 203-204</b>	<b>Calculus and Analytic Geometry</b> (Seq. F,W,S,SS) 5(5-0) I, II, III, and IV A study of coordinate systems, loci, limits, differentiation, integrations, applications, series, partial differentiation, and multiple integration. Prerequisite: MAT 102.
<b>MAT 1000</b>	<b>Fundamentals of Mathematics</b> (F) 5(5-0) Geometric construction of plane figures, theory of numbers, analysis of basic operations: addition, subtraction, multiplication and division of whole numbers. Common fractions, decimal fractions, powers and roots, percentages, rules and formulas.
<b>MAT 1010</b>	<b>Vocational Mathematics</b> (W) 3(3-0) Ratio and proportion, measurement of surfaces and volumes, gear ration, pulleys, angular velocity, mechanics and electricity. Basic Algebra.
<b>MAT 1020</b>	<b>Geometry and Trigonometry</b> (S) 3(3-0) Applied math for machinist trade application. Geometry and trigonometry stressed as applied to the trade.

- MAT 1030**      **Machinist Mathematics**      (SS) 3(3-0)  
 Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems, compound angles.

## MUSIC

- MUS 91-92-93**      **Organ**      (Indef.) 3\*(1-8)  
 A preparatory course for organists of insufficient background for college credit organ courses, or for those who do not wish to study organ for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 114.
- MUS 94-95-96**      **Voice**      (Indef.) 1\*(1-6) or 2\*(1-9)  
 A preparatory course for vocalists of insufficient background for the college credit voice courses, or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter, by examination, can enter MUS 108.
- MUS 97-98-99**      **Piano**      (Indef.) 2\*(1-9)  
 A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter by examination can enter MUS 111.
- MUS 100-101**      **Music Fundamentals**      (Seq. F,W) 2(2-1)  
 A course designed to fulfill state requirements in basic music for those who plan to major in elementary education and as a preparatory course for students of insufficient musicianship background to enter the first year theory course. Fall and winter quarters. Open to all students.
- MUS 102-103-104**      **Music Theory**      (Seq. F,W,S) 3(3-1)  
 The writing of melodies, intervals, chords, four-part harmony. Beginning keyboard harmony. All students who plan to work towards a music degree must take this course and MUS 105-106-107 their first year as they are prerequisites for third year courses in a senior college. The student should have enough knowledge of piano to be able to play the harmony examples he will write during the year. Open to all other qualified students as a Fine Arts elective.
- MUS 105-106-107**      **Sight-singing and Dictation**      (Seq. F,W,S) 2(2-1)  
 The study of melodic and rhythmic elements of music using the counting syllables and the moveable "do". Rhythmic and melodic dictation involving scale, major and minor chord line intervals. Registration in the latter portions of the sequence will require completion of the earlier courses in this sequence. Open to all students.
- MUS 108-109-110**      **Voice**      (Indef.) 1(1-6), 2(1-9) or 3(1-12)  
 Emphasis upon correct posture, breathing, intonation, vowel formation, diction; attacking, sustaining, releasing the tone; legato singing, phrasing; messa di voce, mezzo-voce, scales, arpeggios, simple embellishments, recitative. Repertoire: folk and folk-line songs in English; simpler early Italian arias; simple songs and arias from the Baroque

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\*Denotes preparatory credit. (non-transferable)

and Classic periods. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the College chorus. Open by audition to all qualified students.

- MUS 111-112**      **Piano**      (Indef.) 1(1-6), 2(1-9), or 3(1-12)  
**113**      All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios. Selected technical studies. Bach Two and Three-Part Inventions, Sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Easier literature of the Romantic School. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All piano students are required to sing in the College chorus. Open to all students who demonstrate by audition a sufficient background to complete the required literature.
- MUS 114-115-**      **Organ**      (Indef.) 2(1-9) or 3(1-12)  
**116**      A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" should be completed, together with some chorale preludes from Dupré and from Bach's "Orgelbuchlein." Selected compositions by other composers. Nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All organ students are required to sing in the College chorus. Open to all students who have completed MUS 113, or can demonstrate by audition a similar proficiency in piano playing.
- MUS 117-118-**      **Chorus**      (F,W,S) 1(0-2)  
**119**      Study activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Open to all students by permission of the instructor.
- MUS 202-203-**      **Music Theory**      (F,W,S) 3(3-1)  
**204**      Continuation of first year theory. Study of altered chords, modulation, non-harmonic tones. Musical analysis. Further study of keyboard harmony. All students who plan to work toward a music degree must take this course and MUS 205-206-207 their second year because these courses are prerequisite for third year courses in a senior college. Prerequisite: MUS 104.
- MUS 205-206-**      **Sight-singing and Dictation**      (F,W,S) 2(2-1)  
**207**      Continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones. Required of students registering for MUS 202-204. Prerequisite: MUS 107.
- MUS 208-209-**      **Voice**      (Indef.) 1(1-6), 2(1-9) or 3(1-12)  
**210**      Emphasis upon portamento; execution of wider intervals, extended scales and arpeggios, more difficult embellishments; exercises to develop agility, songs and arias from the Baroque and Classic periods; detached notes, vocal

color. Repertoire: more difficult songs and arias from the Baroque and Classic periods; easy to medium difficult Romantic art songs and arias; simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All voice students are required to sing in the college chorus. Voice majors are required to take one year of French.

Prerequisite: MUS 110 or permission of the instructor.

- MUS 211-212-213**      **Piano**      (Indef.) 1(1-6), 2(1-9) or 3(1-12)  
All major and minor scales and arpeggios in rhythms. More difficult selected technical studies. Easier Preludes and Fugues of Bach. More difficult sonatas of Mozart and Beethoven, and literature of Schubert, Schumann, Chopin, and Brahms. Pieces from the modern composers. Six hours practice weekly for one hour credit each quarter, nine hours practice weekly for two hours credit each quarter, twelve hours practice for three hours credit each quarter. All piano students are required to sing in the college chorus.  
Prerequisite: MUS 113 or permission of the instructor.
- MUS 214-215-216**      **Organ**      (Indef.) 2(1-9) or 3(1-12)  
Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccat and Fugue in D Minor." Pieces from pre-Bach, Romantic, and Modern school of organ composition; hymn-playing and church service playing. Nine hours practice weekly for two hours credit each quarter, twelve hours practice weekly for three hours credit each quarter. All organ students are required to sing in the college chorus.  
Prerequisite: MUS 116 or by permission of the instructor.
- MUS 217-218-219**      **Chorus**      (F,W,S) 1(0-2)  
A continuation of MUS 117, 118, 119.
- MUS 220, 221, 222**      **Music History and Literature**      (Seq. F,W,S) 3(3-1)  
An historical survey of music from its primitive beginning to the present, designed to develop a deeper understanding, appreciation, and enjoyment of music. Recorded music examples. Listening assignments. Open to all students.

## ASSOCIATE DEGREE NURSING

- NUR 115**      **Introduction to Nursing**      (F) 9(4-15)  
Explains the concepts of health, illness, man's pursuit of wholeness, and nursing intervention through the use of the nursing process. Basic human needs, interpersonal relationships and dynamics of behavior are studied. Laboratory experience is provided in the clinical setting.  
Prerequisite: Current enrollment in BIO 205.
- NUR 116**      **Medical/Surgical Nursing of Adults and Children I**      (W) 9(4-15)  
Applies the nursing process of the care of adults and children who experience problems related to basic human needs. Surgical intervention as a stress situation is studied. Laboratory experiences are provided in hospitals and other community agencies.  
Prerequisite: Successful completion of BIO 205 and NUR 115.  
Current enrollment in BIO 206.



- NUR 124**      **Medical/Surgical Nursing of Adults and Children II**      (S) 9(4-15)  
Utilizes the nursing process in caring for adults and children who experience complex problems related to selected basic human needs. Laboratory experiences are provided in hospitals and other community agencies.  
Prerequisite: Successful completion of BIO 206 and NUR 116.
- NUR 200**      **Guided Readings**      (F,W,S) 1(1-0)  
An exploration of contemporary writing related to nursing and the health sciences. The course includes an introduction to the various relevant information and opportunities to systematically study topics of individual interest. Emphasis will be placed upon the synthesis of subject material for intragroup presentation.
- NUR 225**      **Maternal/Child Health Nursing**      (F,W,S) 9(4-15)  
Applies the nursing process in caring for the emerging family group throughout the maternity cycle and childhood. Includes the study of normal growth and development and the care of children with diseases unique to childhood. Laboratory experiences are provided in hospitals and other community agencies.
- NUR 240**      **Psychiatric/Mental Health Nursing**      (F,W,S) 9(4-15)  
Integrates the pursuit of wholeness with a study of personality structure and common psychiatric disorders. Applies principles of individual and group behavior to the emotionally ill. Laboratory experiences are provided for in hospitals and other community agencies.
- NUR 250**      **Community Health Nursing**      (F,W,S) 9(4-15)  
Presents the facets of community health problems reflected by changing social and cultural patterns and the role of nursing intervention in the organized efforts to prevent disease, care for the sick, and maintaining health. Selected laboratory experiences are provided by field trips to Public Health and other community agencies.
- NUR 280**      **Issues in Nursing**      (F,W,S) 4(4-0)  
Provides opportunity to acquire understanding essential for making an effective transition to the role of a registered nurse. Emphasis is placed upon contemporary problems and trends in health care.
- NUT 101**      **Nutrition**      (F) 3(3-0)  
Deals with nutrition during the life cycle, considered from developmental point of view. Concepts included in the course are the continuous nature of development and the nutritional needs of individuals and groups.
- PHM 101**      **Pharmacology**      (W) 3(3-0)  
A study of the formulation, development, manufacture and control procedures of drug products. Emphasis is placed upon the usage, administration and action of drugs as they apply to the individual patient.

## PHYSICAL SCIENCE

- PHS 101-102-103**      **Physical Science I, II, III**      (Seq. F,W,S) 4(3-3)  
A study of the principles of the physical world. Scientific concepts are developed by means of an experimental and



theoretical investigation into the nature of the solid state. Subjects studied include measurements and their significance, the nature of light and its interaction with solids, forces and their effect on and in solids, and the molecular theory of matter.

## PHYSICS

- PHY 201, 202, 203**      **General Physics** (Seq. F,W,S) 4(3-3)  
A survey course of the basic principles of physics. Topics include mechanics, heat, light, electricity, magnetism, and wave motion.
- PHY 1040**      **Applied Physics I (electricity & magnetism)** (W) 2(1-2)  
Basic principles of electricity and magnetism. Electron theory, magnetism and electromagnetism, series and parallel circuits and electrical measurement.
- PHY 1050**      **Applied Physics II (light and heat)** (S) 2(1-2)  
Properties and measurement of light. Properties and measurement of heat and its effect upon matter.
- PHY 1060**      **Applied Physics III (mechanics)** (SS) 2(1-2)  
Systems of measurements, properties of solids, liquids and gases. Theory of matter, energy, force and motion.

## POLITICAL SCIENCE

- POL 211-212**      **United States Government** (Seq. F,W) 3(3-0)  
A two-quarter sequential course designed to give the student a working knowledge of the government of the United States. Political Science 211 is a study of the origin, formation, organization, and development of the national government. Political Science 212 is a study of the functions, powers, policies and programs of the national government.

## PRACTICAL NURSING EDUCATION

- PNE 1510**      **Vocational Adjustment** (F)  
This course is designed to assist the student in understanding herself, her vocation and the individual needs of patients. Emphasis is placed on development, uniformity, and variability of behavioral patterns of individuals.
- PNE 1511**      **Health** (F)  
Designed to present basic personal, physical and mental health knowledge and skills to enable the student to understand attitudes and health problems of self and individuals. Community health problems are studied with emphasis placed on behavioral patterns based on factors of culture.
- PNE 1512**      **Anatomy and Physiology** (F)  
A study of the human body with emphasis on structure and function of the systems of the body. Practical application of anatomical facts in physiology are emphasized.
- PNE 1513**      **Microbiology** (F)  
A general presentation of bacteria and viruses with emphasis of culture, identification, and interpretation of these organisms in selected practices as related to nursing.

- PNE 1514 Nutrition and Diets (F)**  
This course is designed to give the student in practical nursing the basic knowledge relative to normal nutrition in health and disease. Special emphasis is placed on normal nutrition in the selection and quality of nutrients to meet the needs of people in health and sickness.
- PNE 1515 First Aid & Disaster Nursing (SS)**  
In this course the student is introduced to methods and skills of first aid and methods and skills on maintaining and alleviating suffering during disaster and emergency.
- PNE 1516 Nursing I and II (F)**  
These courses present the fundamentals of nursing based on scientific principles as related to practical nursing. Students develop an awareness and appreciation of the needs of individuals and learn to apply the skills and knowledge used in the performance of nursing through the defined role of the Practical Nurse. Knowledge of drug sources, skills of giving medication and classification of drugs are introduced.
- PNE 1520 Medical/Surgical Nursing I (W)**  
This course includes the study of patients with general nursing care problems of all ages. Selected experiences are offered the student in the nursing care of patients and opportunities are offered in diets and administration of drugs.
- PNE 1521 Maternity Nursing and Newborn (W)**  
This course conducts a study in normal and abnormal conditions of the maternity cycle and the principles of maternity care, and care of the newborn baby. Special emphasis is placed on the practical nurse student's role as a nurse and woman in today's society.
- PNE 1522 Growth and Development (W)**  
In this course the student sees the patient as a member of a family where life is altered by illness. Normal child development from birth to old age. Hospitalization and fears of the young child, school age, and adolescent. Community resources affecting the family. Physical changes of child and adult, diversions for child and adult, mental and personality changes in the aged.
- PNE 1530 Medical/Surgical Nursing II (S)**  
In the practice laboratory and at the bedside of patients, students are offered opportunities to learn and meet the needs of medical patients of all ages from the simple to complex situation. Also, surgical intervention for pathological disorders through the problem solving and patient care approach. Patient care in the recovery room is included with emphasis on progressive patient care, and the practical nurse student's role as a member of the health team.
- PNE 1533 Pediatrics (S)**  
In this course the student is introduced to the growth and development of the normal child, the principles in the care of children, behavioral patterns of children in illness, and conditions and diseases both medical and surgical of various ages.
- PNE 1534 Pharmacology II (S)**  
This course is designed to give the student a knowledge of

drugs, the dangers involved in handling, laws regarding the use of drugs, side effects and skills in administering common drugs intelligently and safely.

- PNE 1540 Medical/Surgical Nursing III** (SS)  
Theory and clinical experiences designed to develop nursing care in more complex medical/surgical situations. In so far as possible, the classroom activity will center around discussion and evaluation of the nursing needs of these patients.
- PNE 1541 Communicable Diseases** (S)  
This course is designed to teach the fundamental concepts related to nursing of patients with communicable diseases. Emphasis is placed on the cause, symptoms, treatment and proper techniques used in the nursing care of these diseases.
- PNE 1542 Geriatric Nursing** (S)  
A course of study of the older patient with his special needs and problems, and to bring out some of the ways in which caring for this patient differs from the general medical/surgical patient.
- PNE 1543 Mental Health** (SS)  
This course is designed to point out the problem of mental illness for society, family and patient and its meaning in today's health care.
- PNE 1544 Vocational Adjustment II** (SS)  
In this course the student is provided the opportunities to learn to function as a graduate practical nurse, to learn the legal aspects of nursing, to become acquainted with the organization for nurses, and opportunities available for the Graduate Practical Nurse.

## PSYCHOLOGY

- PSY 90 Techniques of Learning** (F,SS) 3\*(3-0)  
This course is intended to teach entering freshmen who have weak academic backgrounds to outline materials, outline schedules for effective use of time, and to establish effective study habits for an academic college curriculum.
- PSY 98 Group Counseling** (F,W,S,SS) 3\*(3-0)  
This course will be required of all students who are on academic probation. It is intended to give students who are having academic difficulty intense counseling and supervision as a guide toward academic success.
- PSY 201-202 General Psychology** (Seq. F,W,S,SS) 3(3-0)  
Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; man as a thinking, imagining, reasoning, learning person.
- PSY 221-222 Educational Psychology** (Seq. W,S) 3(3-0)  
The teaching-learning process with stress and emphasis on

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\*Denotes preparatory credit. (non-transferable)

learning theory, transfer, problem solving, habit formation, individual differences, and factors that facilitate learning. Focus is on the individual—how he grows, the part language plays in his development, how intelligence and motivation combine to shape his personality.  
Prerequisite: EDU 201 or PSY 201 or permission of instructor.

- PSY 231**      **Child Growth and Development**      (S) 3(3-0)  
A study of the principles of growth and development of the child beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined.  
Prerequisite: PSY 201.

## SOCIOLOGY

- SOC 201-202**      **Introduction to Sociology**      (Seq. F,W,S,SS) 3(3-0)  
An introduction to the essential concerns of sociology with special regard to theory and methodology. Emphasis is placed upon social processes, institutional life, and the processes whereby reality is socially constructed; basic concerns revolve around human ecological form in the United States in the 20th century.
- SOC 203**      **The Urban Community**      (F,S,SS) 3(3-0)  
The course is grounded in relevant literature on the research techniques and current theories concerning the phenomenon of urbanization, speaking experientially of the cultural bases, social organization, ecological aspects, and problems of the American urban community. A further concern is the dialectical relationship between society and the individual.  
Prerequisites: SOC 201 and SOC 202.
- SOC 204**      **Social Problems**      (W,S) 3(3-0)  
Contemporary social problems: social change; crime and delinquency; dominant-minority group relations; value conflict; student protest; population explosion; and social deviancy.  
Prerequisites: SOC 201 and SOC 202.

## SPANISH

- SPA 101-102-103**      **Elementary Spanish**      (Seq. F,W,S,SS) 3(3-1)  
Pronunciation, grammar, oral and written exercises, conversation, dictation and introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 101-102-103 except by permission of the instructor.
- SPA 151-152-153**      **Intermediate Spanish**      (Seq. F,W,S) 3(3-1)  
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short stories, drama, etc.), of both Spanish and Spanish-American writers.
- SPA 160**      **Selected Readings in Spanish**      (Indef.) 3(3-0)  
Selected readings in Spanish. A course for those particularly interested in learning to read Spanish. Selections of short stories and drama will be used to provide ample vocabulary idioms, etc. Permission of the instructor required to enroll in this course.

- SPA 201-202-203**      **Advanced Spanish**      (Seq. F,W,S) 3(3-0)  
 A survey of Spanish literature and civilization from the beginning to 1898. Both the literature and history will be summarized and excerpts from many highlights of each will be read. Spanish conversation and composition will be utilized to insure student comprehension.  
 Prerequisites: SPA 151, 152, 153.

## SPEECH

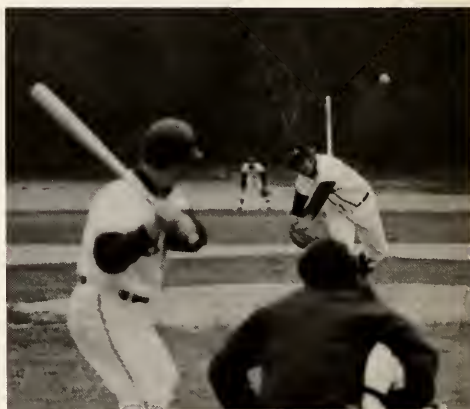
- SPH 101**      **Voice and Diction**      (F,W,S,SS) 3(3-0)  
 Vocal and auditory mechanisms; exercises in phrasing, voice projection and articulation; standard regional and general American pronunciation.
- SPH 102**      **Introduction to Phonetics**      (W,SS) 3(3-0)  
 A study of the separate sounds of standard regional and general American pronunciation.
- SPH 201**      **Public Speaking**      (F,W,S,SS) 3(3-0)  
 Speech preparation and delivery. Practical training in presentation of short speeches.

## TECHNOLOGY

- T-TEC 101**      **Introduction to Technology**      (F) 1(1-0)  
 Introduction to the various fields of technology and the place of the engineering technician in industry. Slide rule, logarithm review, powers of ten, scientific notation, and graphical representation. One hour class.
- T-TEC 201**      **Technical Report Writing**      (S) 4(4-0)  
 A study of the design and composition of both the long and short forms of technical reports. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term.  
 Prerequisite: ENG 102.

## WELDING

- WLD 1400**      **Basic Welding**      (S) 3(2-3)  
 This course is designed to teach the basic welding skills in oxyacetylene welding and cutting. The basic skills in arc welding are also included. Emphasis is on familiarization of welding equipment and its safe use. Methods of welding and their applications are included. safety procedures are stressed throughout the course.
- WLD 1405**      **Fundamentals of Welding**      (N) 4(2-4)  
 The purpose of this course is to allow the student to learn basic fundamentals or to increase his knowledge in welding.







# *College of The Albemarle*



*The Great Seal of the Lords Proprietors  
of the Albemarle*